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Summary

A highly motivated and hardworking individual, who is currently a marketing assistant working on social media and growing a company's image remotely from home. Eventual career goal is to become an administrator/marketing assistant, with the longer-term aspiration of moving into a marketing director position. I am an outgoing and friendly individual, someone who is looking for a challenge in everything I achieve. I am looking to gain valuable experience in a professional environment working alongside experienced colleagues. I have a can-do attitude and am able to communicate and work well in a team and work efficiently on my own.

Professional Skills

- Organised-can be shown while at college, organising notes, timetables, files and ensuring assignments are on time. While working in the co-operative I ensured the stock was organised in date order to maximise stock efficiency
- Competent using Microsoft packages and Google office shown during time with BWI
- Accounting software such as Sage & Sage Payroll used during college
- Problem solving-dealing with customers who can sometimes be upset and work with them to solve and come to an agreeable outcome
- Team player – working in a variety of situations and been part of team building exercises for work
- Written and verbal communication – use a variety of methods of communication while at college, school and at work.

Education & Qualifications

City of Glasgow College
HNC Accounts

August 2018 – June 2019
Pass

Chryston High School

August 2012 – June 2018

Drama Higher (A)	2018
English Higher (B)	2018
Music Higher (B)	2018
Accounts Higher (C)	2018
Business Higher (D)	2018
Graphic Communication Nat 5 (B)	2016
Biology Nat 5 (C)	2016
Modern Studies Nat 5 (D)	2016

Work Experience

River Island – Sales Assistant

November 2017 - December 2017

Dealing with customer enquiries on the shop floor, putting clothes away on rails and making sure the shop floor was appealing. Working alongside colleagues at the changing room ensuring rooms are tidy and stock is put away.

Working Gap due to still being at secondary school.

Selfie Mirror Hire Scotland – Customer service assistant

May 2018 - Present

Dealing with props, demonstrating how to use the mirror, working with a range of customers who may be intoxicated, working the mirror, organising and time management of customers and ensuring the computer and printer is online and able to print off required selfies.

The Co-operative ,Stepps – Sales Assistant

May 2018-October 2019

Working as a part time sales assistant undertaking various duties such as unloading deliveries, stacking shelves, facing up the shop, stock rotation and serving customers and using the cash register.

First People Solutions – Admin Apprentice

October 2019-March 2020

Gathering the office expense receipts and billing out both company cards. Answering calls and directing them where they needed to be. Using excel to keep all company spreadsheets for clients hours worked and other information up to date.

Working gap due to covid 19 pandemic.

Alba Restaurant – Waitress and Bar Staff

September 2020 - October 2020

Working as part of a team to ensure the restaurant was clean and presentable for customers. Working at a fast pace but while being careful as to not spill drinks or food being served to tables, all while making sure all customers are comfortable and happy.

Working gap due to bereavement.

Racetrack Petrol Station

November 2021 - December 2021

I oversaw the sale of petrol and food goods, stock control and keeping a clean and tidy environment. Working with other team members, I ensured a happy and healthy work environment, as well as making sure my customers were well looked after; going above and beyond to make them happy. I could competently use the till system.

Devro Factory

December 2021 - December 2021

I was trusted to produce and manufacture the companies' products. I developed outstanding organisation skills during my time with the company to reduce food waste and managed my time accordingly, to produce the best results during my shifts. Quality control was a key part of my role, ensuring the best results.

Business Women in - Marketing Assistant

January 2022 - July 2022

A 6 month paid work from home job.

During my time with Business Women in, I learnt the ins and outs of many marketing elements. I can now use google workspace, canva, linkedin and google digital garage. I spent time learning about branding, marketing campaigns, content marketing, blogs and resources. I created content for each of these elements.

As a trusted team member, I was left in charge of five county facebook groups, with creative control to create and distribute content to increase customer base and company revenue.

Interests & Hobbies

I enjoy spending my free time with friends, gaming on the xbox and nintendo switch and cooking/baking with my partner.

References on Request