LEAH FREE

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I am a proactive, hard-working, and understanding individual. I work well as part of a team, by bringing ideas to a group but I can also be self motivated and focused when working alone. I possess strong interpersonal skills which help me engage well with people I meet. By nature I am kind, empathetic and considerate to others' wants, needs and views. My methodical and conscientious approach to work ensures that your tasks are completed accurately and within deadlines. I take pride in everything that I am given to do.
I am now looking for a career that helps me expand and develop my skills and experience.

PROFESSIONAL SKILLS
- Communication
- Time Management
- Customer Service
- Organisation
- Teamwork
- Accuracy
- Administration
- Bookkeeping

IT & Systems
- Google workspace (Calender, Drive, Gmail)
- Kartra - (CRM System)

WORK EXPERIENCE

- Business Women in - January 31st 2022 - July 31st 2022: Marketing Assistant:
1. Admin Support
2. Kartra (CRM system) Building Courses and adding and tagging leads.
3. LinkedIn support

- Cleaner - January 2020 -January 2022: Self employed domestic cleaner.

- The Little Cabin Company - July 2015 - September 2017: Apprenticeship
1. Bookkeeping - Using Waveapps (now known as Zoho books)
2. Administration
3. Pricing goods
4. Answering enquiries
5. General paper work.
6. Collecting late payments

VOLUNTEER WORK

- Dean Hospice Charity Shop - 2015 - 2017: During my time here I learnt how to maintain the shop, work on tills, pricing clothing and counting money.

- Minister - 2016 - present: As one of Jehovah's Witnesses I volunteer 70 hours per month to teach people who are interested about the Bible. Through this I recieve training that helps improve my reading, writing and teaching abilities.

HOBBIES & INTERESTS

- Walking with my dog & husband
- Spending time in nature
- Sewing
- Crochet
- Baking
- Swimming
- Reading
- History
- Spending time with friends and family

Refrences can be given upon request