

SOPHIE

Personal statement

My main strengths are adaptability, dependability, excellent organisation and communication skills combined with the ability to relate well to people at all levels. I also have the determination to strive for quality in everything I do, which is proven with my exposure to a wide range of areas and Industries.

I try to learn something new from every experience. I believe there is always room for self-improvement both personally and professionally. I work well within a team and always like to create a positive working atmosphere. I am a natural communicator and persuader. I have a professional conscientious business like personality and I am able to work with all ages, sexes and social backgrounds.

Statistics

Skills

- Exhibitions and Trade Shows Public and B2B
- Excellent Approach, Invite, Engage, Inform, Persuade, Retain, Introduce, Data Capture Skills
- Quickly learn any product and client brief and deliver.
- Product Sampling/Selling
- Demonstrator/Sales
- Corporate and Exhibition Hospitality
- Direct Product Sales
- Product /Service Launches and promotions
- Venue/Store Launches and Promotions
- Field Campaigns, Data Capture
- Experiential campaigns and promotions
- FMCG, Products and Services
- Targeted Sales Lead Generating/ Appointment Making
- Brand awareness and leafleting campaigns and promotions
- P R and Publicity Campaigns

Work Experience

March 2009-March 2010

Global Media Mktg LLC-Delray Beach, FL- U.S.A.

001 (561) 860 2944

Head of Promotions/Events Co-ordinator

Responsible for:

- Employment of promotional staff for trade shows.
- Responsible for Teams focus and delivery.
- Delivery of the correct message on each product promoted.

September 2008-March 2009

Simon Paul Hair & Beauty, Drury Lane, Solihull, England

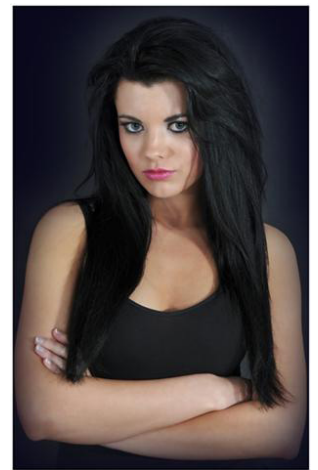
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Front of house / Personal Assistant to Mr Paul

Responsible for:

- Front of house meet and greet with Customers.
- Booking in of new clients and dealing with all financial
- Personal duties carried out for Director.
- Meeting with Suppliers, Ordering and managing stock.
- Creating Daily financial Reports.
- Responsible for daily run of reception and Salon.
- Cashing up.
- Locking up. **(continued page 2)**

Contact us today if you would like Sophie to represent your business



Work Experience (continued)

July 2007- September 2008

**Ardencote Spa, Health and Leisure, Claverdon, Warwickshire, England
01926 842000**

Head of Receptionist Front of House

Responsible for:

- Front of house sales and communications with Customers for Award winning Spa, Leisure club and Hotel.
- Signing up of new clients and dealing with all financial transactions.
- Booking Spa days and Liaison with Clients and Business groups.
- Responsible for everyday running and function of the Spa.
- Communicating between Hotel and Restaurant.
- Responsible for representation through Promotional Marketing material.
- Cash management .
- Creating daily financial Reports.

2005 - 2006

**Sandford Spa, Bedford Street, Leamington Spa
01926 888180**

Beauty Therapist/ Reception/Front of House

Responsible for:

- Actively promote marketing activities set out by Manager.
- Promote the sale of beauty products in conjunction with beauty treatments.
- Responsibility for all payments made for beauty therapy treatments/products and Leisure Members.
- Recording details of all treatments taken for each client.
- Assisting in the sales of accessories in the club.
- Taking responsibility for stock control accounting systems.
- Liaison between Beauty and Leisure Members.
- Helping with general running of Spa and Leisure Cub.
- Taking responsibility for cashing up.

Promotion, Trade Show/Exhibitions, Modelling

February 2011 – International Spring Fair NEC .Selling to trade fashion watches and accessories.

March 2011-The Cleaning Show NEC working for major player isys-group.co.uk new computer system.

December 2010 – Brand Communicator SBP Promotions, Clothes Show Live, NEC, Birmingham

November 2010 – Brand Communicator, James Martin BBC Good Food Show, NEC Birmingham

November 2010 – Brand Communicator, Audi Launch Conference, NEC Birmingham

November 2010 – Lacoste Fragrance Launch Debenhams Birmingham

October 2010 – Doctors TV series, BBC, Supporting Artist, Birmingham

October 2010 – Hustle TV series, Kudos, TV Extra, Birmingham

September 2010 – Christian Dior Concession, John Lewis, Solihull

July 2010 – Promotion, Eon Conference, Stratford upon Avon, England

June 2010 – Brand Communicator, Carte D'or BBC Good Food Show NEC, Birmingham, England

March 2010 – Model - Website – Fake It Hair Extensions

March 2009- Brand Communicator, Global Media Mktg LLC- O.C.C.C. Orlando, Florida, U.S.A.

June 2008 - Hostess, Cheltenham Horse Racing Festival, Cheltenham, England.

March 2008 - Hostess, Cheltenham Horse Racing Meeting, Cheltenham, England.

February 2008 – Model – Brochure and Website – Ardencote Manor Spa and Hotel

2007- Brand Communicator/Demonstration, Excel Hair and Beauty Show, London, England

2007- Promotion, Cage Rage, Wembley Arena, London, England

2007- Lead Role Promotional DVD – Ionic Detox, Stratford Upon Avon

Education

**Kingsley School, Leamington Spa, 8
G.C.S.E.'s**

English, Mathematics, Science, Home Economics, Drama, Information Technology, French

3 A.S. Levels

Business Studies, Psychology, Drama

July 2006- July 2007

**Vocal Tech College, 76 Stanley
Gardens, London**

1 Year Vocal Diploma Course

2004- 2006

Warwickshire College Beauty Course

- NVQ Level 2 in Beauty Therapy
- Certificates in St Tropez Tanning, Fashion Makeup and Acrylic Nail Extensions.

