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|  | personal statement |

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| CINDY  GILBERT | |  |  | | --- | --- | |  |  | | Phone 07730681533 |  | | Email c\_gilbert22@hotmail.com |  | |

An Event’s Management graduate with a proven record of success in planning and coordinating events. Energetic, well spoken, highly competent and self-motivated Events Manager and Personal Assistant. I have a proven track record of planning, organising and executing projects on a range of scales. I’m a driven individual with project management experience want to expend their skills and knowledge in the role.

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|  | Experience |

## Personal Assistant to MD & FD| ALLpaQ Packaging Group

### June 2022 – to present

Responsibilities:

* Assist and support MD and FD with all requirements needed
* Control and update MD and FD diaries
* Overseeing Operations Director’s availability
* Monitor, Organise and prioritise emails
* Support and organise company exhibitions with MD and Sales team working and overseeing set up onsite and project managing on site thought the exhibition
* Book all travel for MD and FD
* Control and organise MD and FD expenses
* Supporting MD & FD with personal matters as and when required
* Supporting the MD & FD with administration.
* Minute taking at all Managers Meetings and Directors Board meetings.
* Minute taking for HR Meetings.
* Filing Documents as needed
* Running and maintain Ideation group, planning all internal and external events as well as volunteer opportunities for staff
* Organising and leading team updates
* Supporting FD with managing company accounts

Key skill gained:

* Team Working
* Leading a team of 10+ people
* Using HubSpot, CRM system
* Public speaking
* Confidence to initiate engagement with clients and external business leads
* Networking

## Events Coordinator & Personal Assistant | IG LT

### September 2021 – june 2022

Responsibilities:

* Managing telephone enquiries from Clients
* Lead event walkarounds, turning opportunities in to sales
* Leading event operations
* Leading a team
* Social Media lead
* Attend and support the Managing Director at several internal and external meetings
* Diary management for the Managing Director

Key skill gained:

* Team Working
* Leading a team of 10+ people
* Using E500 to book and manage events
* Public speaking
* Confidence to initiate engagement with clients and external business leads
* Networking

## Administrative Assistant | Churchill Recovery Solutions

### january 2016 – August 2021

Responsibilities:

* Taking inbound calls from customers
* Supporting advisors by assisting with telephony enquires from clients
* Maintaining a filing system both physical and electronic
* Drafting communications for internal staff on behalf of the management team

Key skill gained:

* Learning basic Microsoft office skills such as creating mail merged and using a V-Lookup in Excel
* Verbal communication and video conferencing

## Customer Service Assistant | Creative Kitchen Design

### summer holidays (2015 and 2016)

Responsibilities:

* Welcoming customers into the showroom
* Answering phones speaking to customers
* Processing customer orders using an in-house booking system.
* Arranging appointments for the Sales Director and confirming details to customers via email

Key skill gained:

* Order processing

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|  | Education |

ESLA – Enterprise South Liverpool Academy

(2011 – 2016)

GCSE’s**:**

* 12 A\* to C including English Maths and Additional Science

****All Saints Sixth Form College****

(2016 - 2018)

Alevel’s:

* Double Distinction in Creative Media as well as passes in Sociology and History.

****Liverpool John Moores University****

(2018 - 2021)

Events Management

* 2:1 BA Hons

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|  | Skills |

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| * Organization and planning * Creative thinking * Customer/Client communication skills (verbal and via email) * Duke of Edinburgh Awards Bronze and Silver | * Negotiation sills * Verbal communication * Leadership * IT proficiency * Artistic and design skill |

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|  | Activities |

* Planned, organised and executed an awards ceremony were Lord Lieutenant Lady Redmond of Cheshire award a company with the Kings Award for Enterprise, International Trade, with over 100 attendees.
* Helped to run an event for Liverpool City Region Combined Authority with the main objective to reduce the gender inequality in the city. I worked alongside Joanne Anderson, Liverpool’s Mayor and met with Steve Rotheram, Liverpool’s Metro Mayor to discuss the One Day action plan.
* I lead the planning of the sixth form leaver’s ball in the summer of 2018. My role involved being the point of contact and coordinator for the venue, caterers, and a photographer. In addition to this, I developed and created a design and theme for the event which included choosing a colour palette and style for balloons, invitations, and other decorations. Furthermore, I also had to take payments from all students and staff who attended and track the overall costs and budget for the event.
* I have assisted with the running and coordination of a dance competition with 1500 attendees annually from 2015-2019.
* I co-planned a charity event in my second year of university based on the TV show: ‘I’m a celebrity, get me out of here’ for which I designed trials, maintained and analysed the budget and promoted the event on various social media platforms.

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|  | refereNces |

* David Hynes - Office Manager at Churchill Recovery Solutions

[Davidjhynes@icloud.com](mailto:Davidjhynes@icloud.com) 07526687483

* Sean Kenny – Training Manager at ALLpaQ Packaging LTD

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