

Jaspreet Gill

Runner/Assistant

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Skills

- Time management
- Leadership
- Communication
- Teamwork
- PC/Mac Literate
- Bi-Lingual (English/Punjabi)
- Microsoft Office
- Adobe Photoshop
- Pro active
- Self sufficient
- Reliable
- Organised

Experience

BlueBolt Ltd – Runner/Office Assistant - March 2017 – May 2017

- Helping maintain the office & kitchens, collecting mugs, stacking the dishwashers and tidying up.
- Running drives between facilities when required plus any other errands.
- Supporting reception work – answering the door, accepting deliveries and answering the phone and greeting clients.
- Set-up meeting rooms for client meetings.
- Stock control – helping keep the office stocked.
- Being responsible for a petty cash float.
- Supporting production team with ad hoc duties.
- Taking lunch or dinner orders and buying & distributing to staff.
- Diary management and booking of hotels.

Further experience

ASDA – Team Leader – September 2012 – August 2015

- Leading teams of 15+, managing running of department, stock replenishment and back of house stock.
- Management of holiday and rota planning.
- Meet store targets and oversee the visual merchandising of products, assisting with implementation of major promotional events.
- Ensure stock levels were accurate and cleanliness was maintained.
- Coaching colleagues with one to one development and group training.
- Handling customer complaints and major incidents.
- Conducting disciplinary and grievances.
- Rewarding and recognising colleagues to celebrate individual and team achievements.
- Ensuring colleagues were fully trained and compliant with company policy, health and safety procedures and conducting regular audit checks.

Other Experience

Ad Hoc design and social media marketing – July – 2015 – Present

- Designing t-shirts, posters, flyers and invitations. Video editing and producing artwork. Social media blogging and design for makeup client.

The Diana Award – Admin and social media assistant – January 2012 – February 2012

- Taking part in project meetings. Working on social media to promote awareness of the charity. Administrative and ad hoc duties such as answering phone calls and management of database.

Asiana Magazine – Office assistant – January 2012

- Administrative duties and ad hoc duties, such as organising and filing paperwork and maintaining office cleanliness.

Education

BECTU – Production research – April 2016

- Course content included editorial policy and broadcast law, accuracy and double checking information, to spot and tell a good story and find source of information. Writing proposals and research briefs and coming up with pitch ideas.

University of Greenwich – Graphic and digital design (September 2015 – December 2015)

- Understanding of visual perception, context and form. Image making, typography and interactive digital media. Combine specialist skills with key interests.

Mayfield Grammar School – 2004 – 2011

- 3 A-Levels (English, Spanish, General Studies)
- 9 GCSE A-C's (including English – A, Maths – B)

References

Available upon request.

Personal

A hardworking and creative individual that thrives in fast paced environments and thoroughly enjoys learning and developing new skills with a high proactive attitude. A passion for all things TV and film with an unprecedented amount of love for Back to the Future. A great sense of humour that comes with an amazing talent of making an amazing cup of Indian tea.