

# Paige Wells

*South-east based (Hastings).*

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*A highly punctual and motivated person who has a good work ethic excels in fast-paced, stressful environments with a collaborative aspect but is also able to work alone adhering to strict deadlines with a keen eye for detail.*

## Education

University of Portsmouth –BA (Hons) Film Production. 2:1.

*Extracurricular: Course Representative L4/L5 Sept 2018- June 2020*

## Skills & Training

- Microsoft Office & Excel (Intermediate)
- Zoom, Microsoft Teams & Google Suite
- Screenskills COVID Basic Awareness Certificate
- GDPR training (2021)
- UK Driving License (Auto only)

## Other Employment

Trespass, Hastings (Nov 2022 – Present) – Supervisor

- Daily Paperwork & Administrative duties via paper copies and digital copies.
- Banking and recording shop figures daily/weekly/monthly statistics.
- Accepting and booking in shop deliveries for stock records.
- Keeping the shop clean and to an acceptable standard.
- Opening and Closing duties as Keyholder.
- Managing a small team of employees.
- Weekly Rota scheduling of shop staff & tracking hours.
- Dealing with external companies invoicing the shop (i.e. a window cleaner).

Betfred, Rye (Nov 2021 - December 2022) - Assistant Sales Manager

- Keyholder, responsible for open or closing duties dependent on shift.
- Basic admin duties i.e answering shop phone, daily paperwork
- Responsible for Petty Cash and shop's safe contents (£150-£8,000K+)
- Transcribing bets on to system (58 words per min)

Res Life, University of Portsmouth (Sept 2019 – May 2021) Resident Life Assistant

- Suicide prevention and mental health training
- Leadership and Communication skills with active listening.
- Customer Service training.
- Diversity and Inclusion in higher education training.
- Video editor during the covid pandemic (2020-2021).
- Facebook social media admin (2020-2021).
- Unconscious bias training and peer support.
- Bullying and harassment training.

*GDPR Statement - I consent to this CV to remain on file and for distribution for employment services.*

*References are available upon request.*