

JOSEPH CAMPBELL

Assistant

CONTACT DETAILS

130 New Road,
Chingford,
London, E4 9SY
DOB: 10/06/1999
T: 07950689627
M: 02085593566
E: Josephcampbell7@hotmail.co.uk

DESCRIPTION

A calm head and meticulous eye for detail ensure that all duties are carried out to the highest standards and in allotted time frames. Comfortable working as part of a team or independently with a focus on delivering quality administrative support on a continuous basis.

EDUCATION

GCSE
Holy Family Catholic School | 2010 - 2015
Maths - C English - C Science - C ICT - C
Resistant Materials - B Media Studies - B

A-LEVEL
Holy Family Catholic School | 2015 - 2017
BTEC Media - Distinction* and Distinction
AS ICT - C A2 ICT - C

CORE SKILLS

- Comfortable performing a variety of roles, including front desk reception, personal assistant, and office assistant.
- Ability to manage high workloads with great time management.
Broad knowledge and experience of Microsoft Office.
- Dedicated and driven and always on task.
- Confident communicator.
- Ability to maintain confidentiality.

TECH SKILLS

Microsoft Office, Adobe Photoshop, Dreamweaver, Fireworks, WIX, Windows & Mac, Social media strategy, Canva.

WORK EXPERIENCE

Green Tea Architects | Jan 2018 - Jul 2018
Social Media Assistant

- As a social media Assistant, I was responsible for increasing our social media presence across all platforms whilst identifying new opportunities for connecting and widening our audiences.
- Reporting analytics back to directors to see how we could improve our social media strategy.

INTERESTS

- I attend my local gym weekly.
- I keep up to date with advances in the latest electronics and technologies.
- Blogging on personal account that has gained over 600,000 impressions.