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| LILY HARDY-THOMPSON  Sales Assistant | | |
| 07720 649 110 |  | lilyhthompson@gmail.com |
|  | PROFILE |  |
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| I am an undergraduate law student at CCCU. I enjoy working with people to serve customers and in the form of a team which has been an integral aspect of my previous jobs.  My education and previous experience working with businessmen and women led me to obtain high levels of organisation in addition to efficiency in my work.  I am also highly motivated and enthusiastic about my work, while at university I am seeking the opportunity to develop my experience further as well as widen my skills. | | |
| EDUCATION — | EXPERIENCE |  |
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| **Canterbury Christ Church University**  September 2019 – Present  Law LLB  **Hedingham Sixthform – A Level**  September 17 – September 19  Psychology  History  Fine Art  **Hedingham Secondary School – GCSE’s**  September 2013-2017  9 A\* - C | November 2018 - Present  Freelance Personal Assistant • Self Employed   * Managing both incoming and outgoing calls * Managing emails * Pet care for clients * Managing daily errands of clients   June – September 2018  Catering Assistant and Waitress • Jam Tarts Catering Company   * Serving canapes * Table service at weddings * Catering to a high-end clientele * Making beverages and serving at the bar | |
| KEY SKILLS — | VOLUNTEERING |  |
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| Good time keeping  Able to prioritise tasks  Works well within a team  Good IT skills | Brownies Junior Leader – Girlguiding (September 2018 – July 2019)  Activity leader, designing weekly games sessions, DBS checked and taking responsibility of children in our care | |
| Excellent customer service | ACCOMPLISHMENTS |  |
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|  | John Muir Award 2013 – I received this award after completing a one-year program developing outdoor life skills in the first year of secondary school  Winner of head-girl election 2018 – following my campaigning and speech I won the position of head girl following a student and teacher vote  A-level Art Exhibition 2019 – My Fine Art coursework was displayed in a school-run exhibition which was well attended by the local public and press. | |
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|  | REFERENCES |  |
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| References are available upon request | | |