**Sarah Hamilton**

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**Personal Profile**

Seeking a graduate role starting in 2020. Highly committed to continual professional development and working towards Chartered Member (MCIPD) status of the CIPD accredited through my degree. My strengths are the ability to quickly build positive and constructive relationships, negotiation and verbal and written communication practiced through various work experience and demonstrated by my recent year in industry. Adept at prioritising multiple projects from inception through to deliverables through engagement, adoption and sustainability. Resilient individual with a keen desire to learn and improve.

**Work Experience:**

**September 2018 - September 2019: Pfizer Ltd, Tadworth, Surrey**

**Role: UK Commercial Operations Training Undergraduate**

* Ensuring all material was compliant with internal SOPs and ABPI Code of Practice.
* Collaborated with internal stakeholders such as senior medics and Country Brand Leads to complete tasks.
* Culture ambassador attending cross-cultural business meetings to strategize the roll out of new business values undertaking work with German colleagues in the ‘reward and celebrate’ initiative.
* STEM representative supporting Pfizer led community events.
* Organising and chairing the weekly UK Training Operational Strategy team meeting
* Developing a product pipeline map for UK Business lead for a 5-year view, learning how to strategize to be proactive rather than reactive.
* Pfizer UK Project on improving the organisations email marketing process resulting in achieving a Lean Six Sigma award.
* Contract Extension executing a learning & development marketing training plan for the Rare disease business unit.

**May 2018 - September 2018: Eddie Stobart, Bardon, Leicestershire**

**Role: Stock Administrator**

* High attention to detail customer centric role in a busy, fast paced environment navigating drivers to the correct bays to offload and collect loads as well as checking in stock for Nestle and United Biscuits, learning how to creatively develop solutions to problems under time pressure.
* Adaptability to different environments liaising with the warehouse team and core management to meet demanding deadlines and ensure the correct loads were dispatched, managing business to business relations to ensure the best customer experience.
* Project managing the Homebase contract, good communication, trust and simplicity was required to manage working with 5 staff within the yard and warehouse.

**August 2017 - August 2018: Aston Women in Business*,* Aston University**

**Role:Internal Relationship Manager**

* Elected role focusing on maintaining/improving communication with members, university staff and sponsors. Strong communication required & the ability to build rapport with diverse groups.
* Responsible for designing the monthly newsletter in order to maintain relationships with around 180 members and our sponsor KPMG summarising the society’s successes and key events.
* Organising the Women’s Ball in aid of charity is a key event that has required excellent organisational and interpersonal skills. Liaising with businesses to achieve sponsorship for the ball and organising seating arrangements and dining for all 200 attendees has been a rewarding experience.

**June 2017 - September 2017: Challenges Worldwide, Lusaka, Zambia**

**Role: Volunteer Business Consultant**

* Worked for a healthy-living start-up Kututha Yoga, analysing business performance to improve organisational efficiency. Made recommendations on future marketing strategy and implementing in-house recruitment to find a marketing professional.
* Lead the Challenges ‘Impact team’, organising community days within the local area. A key success was leading 28 volunteers to carry out an ‘Enterprise day’ at Lusaka Youth Centre.
* The placement challenged me personally and professionally; it has encouraged me to think deeply about the cross-cultural dynamic of relationship building and improved my analytical ability for insight.

**January 2017 - May 2017: Corpus Christi Catholic Primary School, Birmingham**

**Role: Volunteer**

* Five-month commitment representing Aston University in a local school, adapting to working with Key Stage 2 pupils providing additional academic support to encourage individual’s abilities, patiently working on phonics and reading comprehension aiding resilience character building.

**July 2015 - September 2015: Sales Assistant, Mountain Warehouse, Hinkley, Leicestershire**

* Giving customers informative, technical advice using product knowledge and assessing individual suitability whilst encouraging promotional sales using point of sale techniques
* Key success was achieving weekly sales targets by providing quality customer service and linking sales

**February 2013 - July 2013: Volunteer, Cancer Research UK, Ashby De La Zouch, Leicestershire**

* Excellent customer experience focus, serving and assisting. Monitored and enhanced the shop floor making sure displays and stock was in order and presented well through pricing initiatives.

**Education and Achievements:**

**2016-2020: BSc Business and Psychology, Aston University , CIPD & BPS Accredited**

* First year result: 79.6%
* Second year result 70%
* Year in industry 74% & Achieved Lean Six Sigma Yellow Belt award.
* Obtained Aston’s excellence scholarship due to academic achievement, awarded 2016.

**May 2020: Level 5 Chartered Management Institute Diploma**

* Professional consultancy diploma in progress.

**2012-2016:** **Ashby School, Ashby De La Zouch, Leicestershire**

* **A-levels:** Applied Business (A\*) Religious studies (A) Psychology (B) English Literature (C)
* **GCSEs:** 11 Graded A-C including English Literature and Language (A) Math (C)
* Presented with the Ashby ‘Triumph Over Adversity’ award nominated by headmaster in 2016
* Senior Prefect & Bronze Duke of Edinburgh

**Interests**

I enjoy reading, fitness, and swimming. I have a keen interest in travel and have recently organised trips to China and Australia enjoying taking every opportunity to broaden my perspectives through experiencing new cultures and collaborating with a diverse mix of people. Passionate about human welfare and aiding personal development in others demonstrated through volunteering. Excited by new technological advancements, I’m curious on learning more about the impact this is having in society, working towards upskilling myself by attending a ‘learn to code’ course each week outside of my studies.

**Full Driving Licence Held**. **References available on request**.