Louise Campbell

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# Personal profile

I am a Politics Undergraduate, who is articulate, organised and forward thinking. I look forward to beginning a career as a PA where my effective communication skills and hospitable personality will be utilised fully.

# education

2016 – 2020 **Loughborough University, BA Politics with a Minor** 2:1 and 1st class dissertation

Modules studied include: Contemporary World Arena, History of Political Thought, Protest & Resistance, Gender and Politics and Principles of Marketing.

2014 – 2016 **Hayes School, A levels**

Psychology (A), History (B), Economics (C), English Literature (AS – B)

2009 – 2014 **Edenham High School, GCSEs**

12 A – Bs including: English Language / Literature (A/B), Mathematics (B), Core / Additional Science (B/B), French (B), History (A).

# employment

August 2019 to April 2020: Return after industrial placement - **Brayburne Development Ltd, Personal Assistant**

* Diary management, screening and directing calls and emails
* Booking, travel and accommodation
* Project planning and administrative duties
* Advanced Word and intermediate PowerPoint and Excel use

October 2019 - March 2020: **ProjectSet, Student Ambassador**

March 2019 – August 2019: Industrial placement (6 months) **Rocket Food, Logistics and Service Coordinator for F1 Grand Prix**

* Further developed patience and flexibility when working with clients. Delivered an excellent level of service, working as part of a cohesive team.
* Managing stringent scheduling and team hospitality areas
* Extensive travel

August 2018 – March 2019: Industrial placement (6 months) **REL Field Marketing, Striker for Red Bull and Danone Waters**

* Increasing opportunity for product distribution by understanding the goals and motivations of retailers, in order to tailor product pitches and solutions
* Achieved quarterly KPIs targets through planning and implementation strategies.
* Cultivating open, friendly and respectful relationships within my team and with my retailers.

November 2017 – July 2018: **Brayburne Development Ltd, Personal Assistant**

September 2015 to April 2018: **Rocket Food Limited, Waitress /Head waitress**

* Managing and effectively communicating with staff, whilst practicing efficiency in different working environments.
* Maintaining flawless service through multitasking and attention to detail

# Positions of responsibilty

August 2017 to date: **Mark Hemley Photography service,** **Personal Assistant**

* Client liaising; invoicing, client information and correspondence

October 2019 to March 2020: **Loughborough Careers network Placement Mentor**

September 2017 – 2018: **President of Your Sound** – A new society for musicians and music lovers.

* Increased society awareness and following by promoting ourselves on various social media platforms
* Produced collaborative events by liaising with perspective sponsors as well as other societies

2015 – 2016: **Economics Prefect**

2013 - 2014: **Head Girl**

# interests

* Learning Italian – I would love to speak at least two more languages and have started with Italian
* Travelling – travelling the world allows me to experience incredible new foods, cultures and activities.
* Badminton, Tennis and the gym