

SOPHIE CLAPTON

PERSONAL INFORMATION

Date of Birth: 17th May 1990

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I am an enthusiastic, reliable and diligent individual. My time keeping is excellent and I pride myself on having a smart and professional appearance as well as my ability to stay on top of tasks. The diversity of my experience means I approach new challenges with confidence, either as an individual or as part of a team.

I have always been keen to find work, and so have worked in many different areas which have taught me numerous skills and appropriate client care. Through my lines of work I have experienced many different circumstances in which to approach clients correctly and deal with each of their requirements individually and personally. I am a dynamic and committed worker and am always eager to learn new skills, being able to adapt and fit in both with new teams and areas of work.

EMPLOYMENT

The Hon. Robert Hanson, London. EXECUTIVE ASSISTANT, September 2011- Present

- Highly professional, organised, dedicated and discreet Executive Assistant.
- 24-7 business, personal, travel and executive administrative support.
- Gatekeeping with every action requiring discretion, multitasking, forward-thinking and an extremely polished manner.
- Diary management & travel planning in complex, constantly changing and highly confidential environment.
- Maintained all related duties as the executive and personal assistant from both private residences and corporate offices.
- Evaluated and prioritized meeting requests and personal appointments.

Tania Bucknell Pos, London. NANNY AND ASSISTANT, June - July 2011

- Looked after two children (5 and 3).
- Was in sole charge of both during the day.
- I balanced looking after the children; creating stimulating and educational exercises for each, in between their school work, whilst looking after the house, cooking and cleaning.
- I also assisted Mrs Bucknell Pos, a high end Art Adviser, in some personal jobs outside the housework duties and between caring for the children.

Mr and Mrs Webster, London. NANNY, June - July 2010

- Looked after two children (9 months and 3).
- With this job came huge responsibility.
- Whilst looking after two young children I quickly learnt how to juggle tasks, whilst seeing which had clear priority.

Charbonnel et Walker, London. SALES ASSISTANT, December 2010 – April 2011

Blue Lavender Florist, London. SALES ASSISTANT, July 2008 – March 2009

Question Air Boutique, London. SALES ASSISTANT, September 2007- May 2008

- For each of these shops, being a sales assistant required personal attention for each client.
- My responsibilities included promoting sales in order to significantly increase the store's revenue, managing and processing large sums of money, general administrative work, overseeing email correspondence and responding to queries.
- I needed excellent numeracy, organisational and customer-relation skills, an ability to work competently under

pressure whilst keeping abreast of our competitors and the maturity to manage this on my own.

- Question Air's customers were predominantly local, and regular who required my advice and direction, as well as a personal understanding to what they desired and suited.
- For Blue Lavender I learnt a whole new line of work, in flowers, and how to confidently create bouquets for the individual customer using my own ideas. As well as using my initiative to juggle all tasks and customer requests during the period I ran the shop alone.
- Charbonnel et Walker is a prestigious chocolate shop in central London, which meant each customer had a high expectation of what they required and how they were to be treated. Working during the high seasons meant that each day required prioritising jobs, such as window display, serving at the till, creating the perfect chocolate box and assisting to any customers in the shop.

The Sun Inn Pub, London. BAR TENDER AND WAITRESS, December 2009 – September 2010.

At Your Service Catering, London. WAITRESS, May 2009 – May 2010

- Being a waitress or bar tender required me to learn to deal with all customer types, whether it was a complaint, or an order.
- The job requires you to be on your feet throughout your shift, which would more than often over run, whilst maintaining a professional appearance and manner.
- I very much enjoyed working with a team at every event, and learnt how to share and balance the work throughout the team members, whilst staying on top of my own task at all times.
- Whilst working at The Sun Inn I learnt how to open and close a bar, as well as all bar skills needed to run the pub. I also waited on tables; both responsibilities were often managed under great pressure as The Sun Inn is an extremely popular destination.
- At Your Service trained each of their staff to a high standard and the different formalities needed to cater to customers at any event. For each job the brief was short and only several minutes before the start of an event, so I had to be alert as many of the events were premium level. As many of the jobs were back to back and all over London, I had to be incredibly organised with my time keeping and travel plans.

Lacy Road Gallery, London. ART TEACHER, September 2007 - June 2008

- Here I ran art lessons with one other college after school for a class of about fifteen children aged four to seven.
- I had to keep the children interested in the work they were doing, clearly explain the day's tasks
- I maintained a balance of advising them and letting them follow their own artistic instincts.
- I made sure they always felt encouraged.

WORK EXPERIENCE

Helen Green Design, London. Two weeks in September 2011

- Working alongside a small team of Interior Designers and Architects for Helen Green Design.
- It proved a fantastic insight into how this line of work functions, and what it takes to work as an interior designer.
- I was trusted with a variety of jobs, such as; creating mood boards for the showrooms in Grosvenor Crescent development House; choosing art work for specific interiors, going to Chelsea harbour and choosing fabrics.

Gong Muse, London. June - July 2011

- Muse is a strategic communications consultancy for the art and luxury market.
- I assisted in helping promote their recent project, the Bloomsbury Art Fair. Cold Calling to try and market the Art Fair to the correct clientele
- I went on to help out at the Art Fair, seeing for myself the huge success.
- My work experience at Muse gives me a greater understanding in the PR industry and the Art World, and I will continue to help out at Muse during spare time.

Antonia Lazenby Interior Designer - A week in July 2005

Susanna Powell Interior Designer and Writer - A week in July 2005

EDUCATION

History of Art with Museum Studies BA at the University of Leeds 2008 – 2011

Qualified with a 2:1 degree

Achieved a 1:1 in my dissertation of 16'000 words on an Exploration of the Yorkshire Country House Partnership.

Lady Margaret School, Fulham, London 2001-2008

A Levels – History of Art (B) Art Textiles (A) Biology (D) Geography (C)

9 GCSE – 7 at A, 2 at B

SKILLS

Business Skills

Fast and accurate touch typing skills

Confident using MACs and PCs

MS Office 2007 and 2003 (Word, Excel, PowerPoint, Outlook & Access)

Diary management, travel arrangements, budgeting and itineraries

Further Skills

Attended a Graphics Course at Chelsea College of Art and Design

Speak GCSE French, rewarded an A grade

Currently learning Italian as a beginner

Grade 5 in Piano

Grade 3 in Flute

Drivers Licence (Since January 2008)

INTERESTS

- My Degree explored the following modules; the art market, architecture in Britain, Country Houses throughout the years, portraiture in art and the functioning behind Museums.
- I enjoy keeping fit and am a keen runner and swimmer, doing so at least four to five times a week.
- I make sure to keep up with new exhibitions, and have always enjoyed revisiting the many museums in London. I have always been extremely interested in art textiles and was further inspired from my A Level course.
- During my academic career at school I was a committed prefect in Sixth Form, as well as being involved in numerous set designs for plays put on at my school which helped me develop my team skills.

REFERENCES ARE AVAILABLE ON REQUEST