**Jordan J. Waring**
**Crawley RH11**
**07495506753**
**jordanwaring@hotmail.com**

Jordan is a positive, friendly, assertive injection to a business. She is proactive and energetic when entering a job role and will continue to do so throughout. She is more than capable of adapting to new situations, environments, as well as taking on new roles and facing them head on.

From working in restaurant hospitality for the past 8 years, she now trying to move into something more structured in terms of having a work life balance. Jordan is open to new opportunities and is happy to learn something new in order to find the right job. However, she is aware that changing fields is harder than she anticipated.

 **QUALIFICATIONS**

**University of Westminster BA Public Relation (and French)**
**College of Westminster Business Studies**

EMPLOYMENT HISTORY

**ROC Network Rail H.O – July (temp)**

**Rolls Royce Solution – May** (temp)

**Astral Towers- admin – April** (temp)

**ROC Network Rail H.O - March** (temp)

**Elekta Medical Research Feb (temp)**

* first point of call to the building both in person and via phone.
* Preparing for the days events
* Setting up meeting rooms
* Organisational skill very necessary in admin roles
* Being Punctual and proactive

**Deputy Manager,** Brewdog GatwickAirport Oct 23 - Feb 24

* Opened the first Brewdog in a London airport, LGW.
* Trained staff on all aspects of the business.
* Hired by SSP: trained at their HO in Camden, London.

**FOH Manager** Wagamama Horsham Nov 2021 - Aug 2023

* Organising a team and motivating them
* Rotas
* Scheduling
* Dealing with suppliers and deliveries
* Stock rotation
* Restocking when and where necessary
* Customer interaction
* Problem solving with both FOH/BOH staff
* Running shifts with 10-20 people; this varied depending on the situation
* This role showed me hospitality is a hard and relentless industry, as well as the hours being long and hard on your body. Coincidentally, it does wonders for it being on your feet for 9 hours of the day.

**Assistant Manager** LEON, Euston Station Apr 18 – Oct 21

* Busy restaurant from early am to late pm.
* Great role to learn from.
* Inclusive environment and a perfect product of living in London.
* LEON was a fantastic stepping-stone for me to grow into a managerial position.

**Operations assistant :** The White Hart Feb- Apr 18

Account Manager Payment Sense

Sept 14 – Sept 15

* Account management
* Payment issues/queries
* Payment solution resolution
* Software updates/ repairs

University of Westminster 2009 - 2013

* BA Public Relations: 2.1
* French Proficiency

Westminster College 2008

* Business Studies