

Ruaraidh John Cameron

Location: **Walthamstow, London**

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Professional Profile

A highly motivated and dedicated flight attendant looking to expand my job/skill set. A first-class communicator with experience of maintaining and improving customer relations and solving problems, which has increased overall efficiency.

Core skills

- Diary management
- Flexibility and adaptability
- Good oral and written communication
- Transcribing notes and creating records
- Excel, teams, outlook trained
- Errands / Chauffeur
- Reception / Meet and greet / Hospitality
- Confidentiality, Discretion and Diplomacy
- Event and travel arrangement
- File and Database Management

Career Summary

March 2022 - Present

Flight Attendant

Qantas

Outline: Responsible for the safety, comfort and welfare of passengers on long haul operations.

Key responsibilities

- Ensuring sure safety checks are completed to the highest of standards
- Serving passengers full meal and bar service throughout the flight
- Assisting to any passengers requests
- Administering and dealing with any first aid that may occur
- Attending yearly training to improve safety procedures and standards.
- Carrying out regular emergency drills
- Always welcoming, happy and warm hearted
- Managing to maintain shift patterns and time zone differences

July 2021 - March 2022

Receptionist

finnCap

Outline: Assisting with a variety of administrative tasks , greeting clients and dealing with any queries and concerns management/staff may have

Key Responsibilities

- Administrative support to management, colleagues and clients when needed
- Greeting clients in a warm and friendly manner
- Dealing with regular incoming emails
- Diary management for room bookings with meetings
- Setting up meeting rooms daily
- Ad hoc bookings - cars, restaurants and other bookings
- Organising couriers
- Running errands
- Answering telephones and delegating to the correct department
- Sourcing tickets where required
- Assisting with organising events as i am apart of the sports and social committee
- Ordering stationery, kitchen and office supplies

Education

2021 - Islington And City College - London - Personal Assistant Course

2013 - University Of The Highlands And Islands - Inverness -Highers; Modern studies, Sociology, Physical Education

2012 - Culloden Academy - Inverness -Intermediate 2: English, Maths, Modern Studies, Physical Education, French, Chemistry