

MAYA ROWE

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📍 9 South Scott Street,
Glasgow

PROFILE

I am a hard-working and reliable individual who doesn't shy away from a challenge, I thrive in fast-paced environments. I enjoy event planning and being given multiple responsibilities. I love to help others in any way that I can and I feel a great sense of satisfaction when knowing I have helped others to my greatest ability. I have also worked in my family's restaurant and online furniture business which allowed me to gain knowledge and experience in other business aspects such as social media marketing, navigating Shopify, and communicating with wholesalers.

WORK EXPERIENCE

■ Assistant Campaign Manager

Creative Oceanic | 48 Darnley Street, Glasgow

2024 - PRESENT

- Manage over 10 social media pages, ensuring that they are update weekly and staying update with trends
- Delegating tasks and assisting fellow employees on any issues they may have
- Assisting team leaders and office manager in planning the schedule for the year, this includes analysing when it would be best to host events to be as successful as possible

■ Campaign Executive

Creative Oceanic | 48 Darnley Street, Glasgow

2024 - PRESENT

- Daily communication with clients via phone, email and social media
- Liaising with various departments across the business to ensure consistency
- Undertaking daily administrative tasks including processing bookings
- Liaising with various departments across the business to ensure consistency
- Planning and organising successful events from scratch, whilst solely running all aspects of the campaign

EDUCATION

BUSINESS WITH ENTERPRISE HNC - A GRADE

City of Glasgow College
2021 - 2022

SEQ LEVEL 1 AND LEVEL 2 SWIM TEACHING QUALIFICATION

SWIM! Sporting House
2022

RLSS NRASTC QUALIFICATION

SWIM! Sporting House
2022

SKILLS

- Client relationship building
- Data input using Excel
- Teamwork
- Time Management
- Customer service
- Effective Communication
- Risk management

VOLUNTEER

Mcmillan Hospice Volunteer

Glasgow
2022

Swimming Teacher

SWIM! | Coatbank Street, Glasgow

2022 - PRESENT

- Great time management skills, ensuring that I can complete all activities set for the lesson within the 30-minute time gap
- Passionate about every project I am involved in, coordinator of monthly staff events. Researching and collecting opinions on what my peers would like to do and organising it

Operations Assistant

SWIM! | Coatbank Street, Glasgow

2022 - 2024

- Ability to work under pressure, whilst lifeguarding I have to ensure that around 40 children are all safe in the water and being looked after by their teachers
- Computer and IT knowledge, using the computer to mark each child on the register, move classes for children, using spreadsheets to collect parents' information to contact them, set up accounts and direct debits

Sales Assistant (F&F)

Tesco PLC | Annick Street, Glasgow

2022 - 2023

- Operated POS system to record all transactions, process refunds, and sales returns
- Support manager in merchandising to feature new items and best sellers
- Provide sales consulting and support to customers, effectively selling products to meet and exceed goals
- Maintained stock control to increase availability levels

Front of House

Bravos Caribbean | 215 Stapleton Rd, Bristol

2022

- Excellent customer service skills
- Greeting all guests warmly on arrival and escorting them to their table
- Adhering to all health and safety requirements, including food hygiene regulations
- Supporting colleagues and staff during busy periods, including taking orders, serving meals, and clearing tables

Waitress

Rustico Cafe | 16 Grantlea Terrace, Glasgow

2021

- Trained and mentored new wait staff
- Operated POS systems for customer orders and payments
- Provided exceptional, friendly, and fast service