

GRACE CAMPBELL



gracejhcampbell@gmail.com



07546288171

PROFESSIONAL SUMMARY

I'm a hard working, dedicated individual ready for new challenges. With a variety of skills developed through years of work in the hospitality sector. Always open to different opportunities and ready to learn.

EMPLOYMENT BACKGROUND

Christmas Bookseller

Waterstones | Nov 2024 - Dec 2024 (Seasonal Position)

- I was working as a Bookseller at Waterstones to help the team with the busy Christmas period. My role consists of serving customers, helping with enquiries, booking in deliveries and stocking shelves.

Assistant Manager

Chiquito | Feb 2022 - Nov 2024

- I started as a Kitchen Porter and worked my way up through multiple roles including: Chef, Bartender, Bar Supervisor, Supervisor and finally Assistant Manager.
- My responsibilities included but were not limited to: running shifts, counting and controlling stock, banking, training new starters, hiring team members, maintaining health and safety and leading the team.

Bar Operator

The Original Bierkeller | July 2021 - Nov 2021

- I worked multiple positions in the bar, helping serve drinks to customers, working the floor collecting glasses, doing promotion outside and giving tickets at the door.

Admin Assistant

Totally Wild | June 2021 - Nov 2021

- I was in charge of answering enquiries and sending out emails for the business and cataloguing information.
- I also answered calls from customers, giving them advice, selling vouchers and providing information about the events to encourage sales.

Sales Advisor

Hotel Chocolat | Dec 2020 (Seasonal Position)

- I was in charge of managing queues outside the store to help keep the public safe.
- Gave advice on what products customers should buy and assisted when I could.

Housekeeper / Pot Washer

Farnham Castle | Oct 2017 - July 2020

- I was responsible for keeping all areas of the castle clean, including bedrooms & en-suites.
- Pot washing after weddings and other large events.

VOLUNTEERING

Ticketing

Festaff | All Points East | 2023

- I assisted at the event doing ticketing at the barriers and helping guests with any queries they may have.

ACADEMIC HISTORY

Havant and South Downs College

Jan 2024 - Aug 2024

- Achieved TQUK Level 2 in Event Planning (RQF)

University for the Creative Arts

Sep 2017 - July 2020

- Achieved a Bachelor of Arts (2:1) in Film Production

SKILLS SUMMARY

- Leadership
- Housekeeping / Cleaning
- Communication Skills
- Organisation
- Time Keeping
- Microsoft Office / Excel
- Customer Service
- Till Trained
- Bar Trained
- Interviewing
- Stock Counting and Control

LICENSES & CERTIFICATIONS

Personal Licence

- Issued Jan 2024 by Surrey Heath Borough Council