

# Anya Coates

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The experience and education I have accumulated has helped me develop the necessary drive and determination not only to complete tasks but to be successful at them too. This is an attitude I hope to apply to a future position within your company. The international opportunities I have cultivated have built on my ability to adapt quickly to new environments and engage with different cultures and teams successfully. On a personal level, I will bring experience and enthusiasm to this role and I look forward to committing to the opportunities that present in this position advertised.

## **Experience**

### **Deloitte Enterprise Transformation Academy | Belfast | August – October 2019**

This prestigious training program is funded by the Department for the Economy in Northern Ireland in association with Deloitte. During the course I will be trained in the very latest areas in business analysis, project management and market-leading software. Most notably, I will have learnt the basics in JavaScript and will have ServiceNow specific training resulting in an industry-recognised certification in ServiceNow.

### **Roycroft Interiors | Belfast | 2012 – present**

I have spent the last 7 years working periodically within this forward thinking and fast paced Interior Design business whilst using the skills I was learning at university to develop and maximise our online presence, ultimately improving the business profitability. My commitment to this multi-faceted role culminated in our winning of the Ulster Tatler Interiors Showroom of the Year award in 2015. I regularly create high quality content for promotional campaigns (press releases, statements, magazine articles) and act as in-house PR.

#### *Main Responsibilities:*

- First point of client contact (instore, telephone, email, online)
- Farrow and Ball™ paint specialist
- Diary management and administrative tasks
- Stock and Order management and credit control
- Website and media development

### **The Dirty Duck Alehouse | Hollywood | September 2018 – May 2019**

While waitressing here, I developed my skills of teamwork, high professionalism and customer service.

### **Edinburgh Fringe Festival: Assembly Group | Edinburgh | August 2018**

This role involved liaising with the public, venue managers, technical employees and bar staff to ensure the smooth running of this world-renowned festival whilst complying with health and safety policies.

### **Verve International | Shanghai | June – August 2017**

After a rigorous application process, I was selected to spend a summer as a marketing executive at Verve International, Shanghai, through CRCC Asia, the world's leading provider of internships abroad. During my time with Verve I was given the opportunity to assist in launching their sister company, SPIRIT. I quickly learnt the difference between how a Chinese target audience is approached in comparison to British markets. I utilized leadership skills whilst spearheading a team that created, designed and presented relevant, high quality content for social media platforms, content editorial calendars and presentations. I carried out relevant market research and established relationships between SPIRIT and China based industry professionals for future collaborations and business ventures. CRCC Asia also selected me to be a global ambassador for their programmes on my return to the UK.

## **Universitat Politècnica de València | Valencia | September 2016 – June 2017**

I was one of only three students selected to attend a year long course at Universitat Politècnica de València in Spain whilst simultaneously working for the university's international office as a student coordinating assistant and intern in both an English and Spanish speaking capacity. This role involved circulating incoming applications from potential international students, completing translation work and developing the university's Exchange Student Guide.

### **Computer Skills**

- An industry recognised certificate in ServiceNow (pending October, 2019)
- Certiport - Microsoft Office Specialist Word 2013 (March, 2016) (knowledge in all areas of Microsoft Office incl. Powerpoint and Excel)
- Basic knowledge of JavaScript, HTML, CSS
- Experience using CMS systems for website developments

### **Education**

Liverpool John Moores University | September 2014 – July 2018

- BA (Honours) Business and Public Relations - 2<sup>nd</sup> Class Upper Division (2:1)

*I was fortunate to be accepted to study on Liverpool John Moores University Business and Public Relations degree, which was ranked the 6<sup>th</sup> best in the UK. The course offered a broad plethora of insights in the many facets of Public Relations and allowed me to study and work abroad as part of the course.*

Relevant modules studied: Communications, Media Relations, Event Management, Graduate Enterprise, Digital Business, Project Management, Human Resources

Methodist College Belfast | August 2012 – July 2014

- A-Levels: Drama (C), Art (D), Psychology (E)

The Wallace High School | August 2007 – July 2012

- 10 GCSEs, including: Maths (B), English (B), Double Award Science (B)

### **Personal Interests & Achievements**

- Level 4 Diploma in Music Performance and Teaching, University of West London

I devoted 7 years to attaining a diploma in Music Performance and Teaching outside of my curricular commitments.

- At university I was highly involved with a number of societies and was Vice President of the Choral and Music Society. I organised two sold out charity concerts raising money for Crohns and Colitis Merseyside. Alongside this I was an avid member of the Rowing Club and competed with the club.
- During my final year at university, I pitched and spearheaded a team who organised the first ever Graduate Ball for my faculty which resulted as a resounding success and also raised a substantial sum for the same charity.
- I have a passion for travel and languages and hold an A2 certificate in Spanish. I have also been fortunate enough to travel around the world and spent time teaching primary school children in Nepal through Education Health Nepal.
- I started a personal blog to document my unique experiences throughout university. This blog has been taken up by LJMU to promote international opportunities. On a personal level, this website indulged my creative passions and kept an invaluable record of my experiences which I treasure to this day. ([www.anyacoates.com](http://www.anyacoates.com))

### **References**

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