



ALEXANDRA RADISA

PROFILE

I have grown up in a household where business was at the heart of it. I gained an understanding of business at a young age and have added to that knowledge in various areas throughout life.

I am a passionate person and will always focus on the end goal, even when faced with difficult decisions. I am a highly motivated person, with good time management skills but I also believe in change and finding a new, better way of doing things if it means a growth of success.

Throughout my life, I have faced various challenges, one being that I suffer with severe anxiety but I am determined not to let that influence my future negatively. In fact, I view it as a blessing, as it made me more efficient and focused.

I have also been fortunate to start my own business focused on helping people and helping businesses. I haven't had time to develop it yet, but I am slowly building its foundations.

CONTACT

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EDUCATION

The Bewdley School and Sixth Form Centre

September 2008 – July 2013

I did my GCSE's at Bewdley school and then stayed on to complete my A levels at the same facility.

GCSE Mathematics – A*

GCSE English – B

GCSE Physics – B

GCSE Biology – A

GCSE Chemistry – B

GCSE Statistics – B

Level 2 Award in Digital Applications: Merit

Certification in Digital Applications: Credit

Level 2 Higher Diploma in Business, Administration and Finance: B

Level 2 Higher Project (In Business): A*

BTEC Level 2 Certificate in Work skills (QCF)

Level 2 Functional Skills Mathematics: Pass

Level 2 Functional Skills English: Pass

Level 2 Functional Skills Information and Communication Technology:
Pass

AS Level Business Studies - D

AS Level English Language and Literature - B

A Level Applied Information Communication Technology - D

A Level Photography - B

Worcester University

September 2014 – June 2017

BSc Honours Computing – First Class

The Worcestershire Association of Women Graduates Award for
Excellence, in memory of Carol Pugh

Academic Scholarship Award

Online Courses:

Level 3 SEN Teaching Assistant (Focus Awards) – Pass

Counselling (Alpha Academy) – Pass

Life Coaching (New Skills Academy) – Pass

Fundamentals of Digital Marketing (Google Garage) – Pass

HOBBIES

Playing Guitar and Singing
Horse Riding
Reading
Photography
Making Videos
Writing Stories

WORK EXPERIENCE

Stourport Riding Centre – Work Experience

September 2010

As I have always had a passion for horses, I wanted to do my first work experience at a riding centre. Here I had the responsibilities of looking after the horses, cleaning the yard, preparing the horses for riding lessons and assisting in riding lessons. I had to work as part of a team as well as adapt to change and work on my own.

MasterWeaver - IT Coordinator

June 2017 – Current

My parents started MasterWeaver in 2011, where I worked there over the summer holidays before returning to do my A levels. Upon finishing university, I returned and got to learn about how a business is run. Initially, my responsibilities were in the IT sector, and helping other employees with computing tasks. As time went on, my responsibilities grew. Currently, I am involved in the contract carpet jobs, placing purchase orders, creating certain financial reports (i.e. sales profitability), VAT Return, EC List/Intrastat as well as covering other administrative areas, like creating delivery notes, labels etc. Being in a fortunate position with a small business, I was given the opportunity to create new procedures and implement them to increase the efficiency of the business. I also became responsible for certain health and safety aspects, through the use of another legal company, Peninsula.

SKILLS

Computing Skills

- Use of word processing software
- Adapting to the use of new software (such as carpet designing software)
- Use of various design software, such as Photoshop
- Helping fix minor computer problems within a business
- Understanding of html, CSS, php as well as knowledge of third-party web design software such as Wix.
- Basic knowledge of video editing
- Ability to create promotional material (i.e. business cards, booklets, flyers, posters etc.)

Business Administration Skills

- Creating written procedures
- Knowledge of Health and Safety requirements
- Processing financial information, such as accounts payable and accounts receivable
- Writing business plans
- Creating and giving presentations
- Generating reports for management to use

Creative Skills

- Photography
- Writing excerpts for promotional material
- Creating videos to showcase products
- Creating basic logos