

Elliot Sallabanks

Summary

Skilled Assistant skilled in proficient, reliable corporate and personal support. Productive and well-organized to achieve duties within set timeframes. Adaptable and proactive to meet changing job demands. Highly-organized Assistant thriving in fast-paced business environments. Works with focus and precision across inventory, diary and record management. Uses excellent multitasking and time management abilities to maintain smooth team operation. Effectively manages assignments and team members. Dedicated to self-development to provide expectation-exceeding service.

Experience

DBS ASSISTANT 07/2022 – 09/2023

Agenda Hull, Yorkshire

Performing extensive background checks on clients' prior job roles.
Collaborating with colleagues to ensure completeness or information.

CLOSED CAPTION TRANSCRIPTIONIST 08/2021 – 09/2023

Rev Kettering, Northamptonshire

Utilized specialized software for captioning and subtitling, streamlining workflow and improving efficiency in content delivery.
Efficiently completed multiple freelance projects.

Skills

- Switchboard management
- Diary management
- Office supply management
- Transcript typing
- Problem resolution
- Time management
- Problem solving
- Work well as part of a team
- Work well on projects as an individual

Education

A-level, Physics, Mathematics, Computer Science

Prince William School, Oundle, NTH

2020 – 2022

Grades : D, C, C

Bachelor of Science, Physics

University of Leicester, Leicester, LCE

2022 - Current