



Courtney Wint

Aspiring Fashion stylist

📍 London, UK

✔ Courtney is **Available to work**

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Work Preference

Location: Not looking to relocate

Pattern: Open to Full time or Part time work

Employment: Permanent Positions, Hourly Consulting, Freelance Assignments

Skills

Receptionist Duties (Beginner)

dedications (Intermediate)

Creative Arts (Advanced)

health and safety (Beginner)

Art Design (Intermediate)

Fashion Styling (Advanced)

Multi-task & Handle High-volume Work...

Languages

English (Fluent)

About

I am a dedicated, diligent worker who surpass most tasks at hand. I have worked in many different environments from waitressing to office jobs, from this I have acquired many skills such as good communication which allows me to be a people person, I can adapt in situations and get across to people easily. I'm a quick learner while being very hands on at the same time which is why I'd say a good skill of mine is multi-tasking. I'm currently looking for new opportunities and challenges in this new role.

BRANDS WORKED WITH

Creative Design Industry

Dim T

Naima'S Salon

Willington Road Adventure Playground

Willington Road Youth & Community Care

Experience

● Assistant receptionist/fashion runner

Creative Design Industry | May 2022 - Now

My role includes opening the showroom to allow co-workers to set up meetings. Send a morning email on the tasks I will be doing that day and any news from the day before. Every day I go on a run at a scheduled time to ensure a routine is distilled in the workplace, I drop clothing off to ASOS and NEWLOOK post rooms communicating with buyers and designers to get clothing to the right place. Assist on sending DHLs abroad and in the UK using DHL website. On more of the fashion side, I steam clothing and make it look presentable to photograph the clothing on the right allocated body size model then ensuring its all saved and sent to the right place. I help unpick garments and cut samples from clothing and document it all correctly. Then I do odd jobs around the office and take over responsibility of taking calls and making orders when the main receptionist is away.

● Voluntary Sports Mentor

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Teaching 10-12 year olds Netball
•Liaising with parents over students progress
•Escorting children and visitors around the premises
•Putting away equipment and ensuring the sports hall was ready for lessons

● Waitress

Dim T | Sep 2021

● Summer schoolteacher

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ROLE: (Arts and crafts) My role included researching art activities for year 2 to year 6, ordering supplies and ensuring that I keep the stock up, scheduling different activities and organising groups based on art levels. Communicating with team leader if anyone needs extra help, making sure register is taken for fire precautions (as a fire Marshall). Along side arts and crafts, I was given the task of giving out food and ensuring that all children have been fed and they have the right food due to allergy precautions. At the end of the day id take kids to reception and report back to parents/careers incidents that have happened that day.
Key skills
•Organising age friendly activities
•Leading big groups
•Communicating with all ages
•Working closely with team leader/sen workers.

● Assistant stylist/set design/runner

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ROLE: assisting At most shoots/being off set I assist the main stylist or set designer. I help come up with concepts for videos as well as making treatments that fit the clients' visions. I also source the clothing needed which is why I'm good with budgeting especially with a smaller amount, for the shoots I ensure all pieces will come in time which takes me to time management, I would have to make sure that all people who are needed on set are sorted and in the right spot for me to help them get ready and set out all outfits for the shoot. When the client is sorted, I help finishes up the final touches of the set always referring to the treatment to keep me aligned on their vision this is an important part for me as it lets me have different opinions while also still giving input that pulls the whole thing together. My main music videos I've worked on have been red eye which was styled by me and roska which I did set design for.

● **Hairdresser/receptionist**

Naima'S Salon | Jun 2020 - Aug 2020

ROLE:(Wash/ blow dry/straighten) I had to take ensure I was on top of all bookings and reschedules, while I also booked clients in over the phone and irl. I'd take clients details from reception desk and ensure they were at the right booking slot, once that was done, I'd go through what they have booked and if this included a wash / blow dry id take care of the client until there next steps. I washed, blow dried, and straighten hair and after would let the head hairdresser know what they had booked and how they want their hair styled after I've done with them.

● **Youth club worker**

Willington Road Youth & Community Care | Jul 2019 - Sep 2019

ROLE: (Arts and crafts teacher) Working at this youth club from such a young age allowed me to gain many skills I've carried to later jobs. My main role was arts and crafts teacher which meant I had to learn to supervise and lead activities while also mentoring children who needed extra help. I learnt a lot of patience and perseverance as I had to be able to talk and understand both children and parents. I'd manage suggestions and putting together an activity all kids of different ages could enjoy, this taught me to think out of the box and experiment with different art styles. While in this role I gained certificates for youth club training and first aid.

● **Play worker**

Willington Road Adventure Playground | Jul 2018 - Aug 2018

Supervising and leading activities

•Assisting staff/ children on trips

•Carrying out ad hoc duties

•Mentoring/ supporting young people and families

•Ensuring tasks are delegated fairly

•Meeting and greeting parents, establishing close working relationships, involving parents in the club

•Supporting the team leader in ensuring the club runs smoothly

•Prepare agreed play activities and contributing to organising the clubs programme of activities