

SIMON WINTER

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#readytowork

Willing to relocate to: Teesside - North East - Tyneside



WORK EXPERIENCE

Digital Marketing Assistant

Reach Teesside - Stockton-on-Tees

September 2020 to Present

Responsibilities

As a digital marketer, you'll need to:

create and upload copy and images for the organisation's website

write and dispatch email marketing campaigns

research new online media opportunities that may benefit the business including mobile, social media, development of blogs and forums

design website banners and assist with web visuals

communicate with clients, affiliate networks and affiliate partners

conduct keyword research and web statistics reporting

contribute to social media engagement and brand awareness campaigns

use web analytics software to monitor the performance of client websites and make recommendations for improvement

contribute to company and industry blogs and manage e-communications

assist with paid media, including liaising with digital advertising agencies

develop and integrate content marketing strategies

keep up to date with current digital trends

manage the contact database and assist with lead generation activities

negotiate with media suppliers to achieve the best price for clients.

Freelance Writer

WhatCulture.com - Newcastle upon Tyne

November 2019 to Present

Work from home, casual basis.

Handling assignments and creating online content.

Customer Service Advisor

Concentrix - Newcastle upon Tyne

August 2020 to October 2020

Inbound customer service role for major energy supplier. Work from home telephony role.

Pharmacy Assistant

Cohens Chemist - Middlesbrough

January 2017 to April 2020

As a Qualified Pharmacy Assistant you will be responsible for assisting the business in providing an efficient, knowledgeable and friendly service to our customers, with specific responsibility for providing support with the dispensing and labelling of prescription items.

Additional responsibilities will include receiving prescriptions and handing out prescription items and assisting with the ordering and management of stock levels within the dispensary.

Supervisor/Sales Assistant

HMV - Middlesbrough

October 2016 to January 2017

Duties include; Supervising and training temporary staff, working to targets, stock control, POS Changes, merchandising, cash handling, warehouse duties and upselling additional products

Customer Service Advisor

Fast Track Reclaim - Stockton-on-Tees

May 2016 to October 2016

Duties include delivering excellent level of customer service to clients on both inbound and outbound calls. Working to conversion and upselling KPIs as well as service related targets. Using active listening skills and attention to detail to ensure all relevant information is logged correctly whilst adhering to regularly audited compliance guidelines.

Customer Assistant

Tesco, Ingleby Barwick - Stockton-on-Tees

August 2014 to April 2016

Clothing: Aug 2014 - Feb 2015

Produce: Feb 2015 - August 2016

Duties include:

- Assisting customers with purchases
- Stocking
- Merchandising
- Assisting on checkouts in busy periods
- Warehouse duties
- Delivery sorting

Store Assistant

HMV - Middlesbrough

November 2015 to February 2016

Responsibilities

Christmas temp position.

Duties include:

- Stock control
- POS Changes
- Cash handling
- Warehouse duties
- Upselling additional products

Social Media Manager

Make A Scene Festival - Middlesbrough

January 2015 to September 2015

- Work closely with the marketing team to develop social media campaigns that help to achieve corporate marketing goals
- Monitor the company's social media accounts and offer constructive interaction with users
- Create methods for finding and saving online customer reviews
- Analyse the long-term needs of the company's social media strategy and offer quarterly reports to the management and executive teams that outline any necessary changes to the digital marketing plan

Store Assistant

HMV, The Cleveland Centre - Middlesbrough

November 2013 to March 2014

Christmas temp position.

Duties include:

- Stock control
- POS Changes
- Cash handling
- Warehouse duties
- Upselling additional products

Co-Owner

NTC Promotions - Stockton-on-Tees

September 2010 to February 2013

I joined the already established company after helping out voluntarily at a few of the concerts in the previous months, assisting in setting up and packing away the venue as well as the PA. When asked to join I immediately set out to further the already successful company as best I could, securing contacts within the industry in order to gain high quality bands for future concerts. Within this role I occasionally act as stage manager and help with live sound if needed.

Duties include:

- Dealing with any booking enquiries received
- Contacting bands and booking agents
- Handling cash and tickets on concert day
- Venue organisation
- Stage managing, including planning stage times and providing bands with a safe secure space for equipment
- Promotion in the area, including online activity as well as poster and flyer distribution
- Arranging after parties with local club night organisers

Cashier

Dixons Retail, Currys PC World, Teesside Park

December 2010 to May 2012

Taken on as a Christmas temp, I quickly secured a permanent position at the store with my professional attitude towards work and good customer skills.

Duties include:

- Handling all cash sales in the store, as well as card purchases
- Cashing up tills at close
- Greeting customers and assisting in any customer service issues raised
- Checking available stock in the store and surrounding area
- POS changes

Stage management/Promotions associate

Ten Feet Tall - Middlesbrough

October 2009 to January 2012

I gained this position whilst a new club night in Middlesbrough was being set up, the company required a promotional assistant to help the new night gain interest. Since then I have worked with the company with everything from flyering to stage management.

Duties include:

- Promotional activity including online, flyering and postering the local area
- Stage management
- DJing local clubnights
- Loading in and out of concerts
- General office duties

Care Assistant, Southern Cross

Allington House - Billingham

May 2010 to December 2010

This was my first full job, I worked on a bank "as and when needed" basis, filling in whenever a shift was available. Thanks to my flexibility I gained a lot of experience working with this company and I feel it was a vital step towards getting on the jobs ladder.

Duties include:

- Assisting in the provision of care to elderly residents ensuring residents maintain their dignity and individuality
- Working as a team to achieve required standards
- Taking part in activities for the residents including escorting on day trips
- Assisting in emergency situations
- Building relationships with families ensuring their trust and making them aware of the quality of staff their relatives are dealing with

Stage Manager

TeesFest - Middlesbrough

May 2010 to May 2010

Organising bands stage times, ensuring the event runs to the set times provided, dealing with any issues on the stage and with bands.

Stage Manager

Make A Scene Festival - Middlesbrough

2010 to March 2010

Responsibilities

Organising bands stage times, ensuring the event runs to the set times provided, dealing with any issues on the stage and with bands.



EDUCATION

B.Sc. (Hons) in Music Technology

Teesside University - Middlesbrough

2012 to 2014

GCSE

Bishopgarth Maths and Computing College - Stockton-on-Tees

2002 to 2007



SKILLS

- Microsoft Office (10+ years)
- Training (Less than 1 year)
- Team Management (Less than 1 year)
- Call Centre (Less than 1 year)
- Retail Sales (10+ years)
- Cash Handling (10+ years)
- Adobe Creative Suite (6 years)
- Retail
- Sales
- MS Office
- Customer Service
- Customer Care
- Call Center
- CSR
- Customer Support
- Digital Marketing
- Google Analytics
- SEO
- Photoshop
- Social Media Management
- Social Media Marketing
- HTML
- Marketing
- Advertising
- Graphic Design