

DANIELLE MOTE

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PERSONAL SUMMARY

Experienced Birmingham based runner with a full clean UK driving license, own car and CRB checked. I have a huge passion for media and television and I have a strong work ethic. I am used too fast paced learning environments, I can communicate and work efficiently as an individual or as a team member. I enjoy meeting new people and experiencing new things.

SKILLS

- Interacting with talent
- Professional Phone Etiquette
- Mac/PC literate with IT skills
- Excellent Time Management
- Critical Thinking
- Problem Solving
- Full UK Driving License
- Social Media Experience

EMPLOYMENT

DECEMBER 2019

RUNNER, XFACTOR : THE BAND | THAMESTV

Role included : Looking after talent, preparing talent dressing rooms, standing in during rehearsals, supplying refreshments, cash handling, assisting with kit.

NOVEMBER 2018 – PRESENT

CUSTOMER SERVICE REPRESENTATIVE, TNT / FEDEX UK

Role includes working in a fast paced environment that requires me to resolve problems quickly and effectively, I take calls which include tracking, billing and invoicing. This involves many transferable skills such as working under pressure during intense situations which I excelled and thrive in.

APRIL 2018 – NOVEMBER 2018

CUSTOMER SERVICE MANAGER, CORAL

Role included: Managerial duties in retail environment, managing shops, providing excellent face to face customer service, taking drink orders, emailing, taking phone calls and managing cash flow, banking.

SEPTEMBER 2017 – MARCH 2018

AU PAIR, BEATRICE BIMBATTI

Role included relocating to Verona Italy, teaching English and looking after the children and completing general tasks for the family.