



Sonia Cole

Currently working as an LSA but would like to change career and get into fashion

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Languages

English

About

A recent Law LLB Graduate from the University of West London, looking to secure a role I could progress in to utilise my analytical skills and knowledge, also to develop new skills in a practical and fast-paced environment.

BRANDS WORKED WITH



Experience



● SEN Learning Support Assistant

Lansdowne Primary School | May 2022 - Now

- Supplied outstanding support to special needs students, ensuring safety and access to fair learning.
- Planning lesson interventions for the children so that they reach their individual goals in their schoolwork
- Monitored and documented students' academic progress on excel



● Data Entry Keyer

Iron Mountain | Aug 2021 - Sep 2021

- Entered information from documented file batches into the system (200+ Files) typed up the number of boxes and files I have done each day on Microsoft Excel to report to the manager at the end of the day
- Oversaw organising, filing and retrieval of 100+ customer records
- Compiled and analysed data using Microsoft excel and Access

● NHS Test and Trace Call Handler

Sitel UK | Oct 2020 - Feb 2021

- Recorded correct data from ill patients who had covid and covid symptoms and took 100+ calls each day
- Advised and supported callers who were experiencing distressing symptoms

● Legal Advisor

Equality Centre | Jan 2019 - Feb 2019

- Worked alongside lawyers where I shadowed them on cases and wrote down key information they needed
- Filed cases
- Interviewed clients and witnesses



● Sales Assistant

Tommy Hilfiger | Jan 2018 - Sep 2020

- Consistently delivered revenue and performance KPI targets through
- Used product knowledge, sales abilities, and customer relations skills
- Maintaining and looking after the work area
- Aided customers with signing up for store loyalty accounts/ cards and giving them a brief on the benefits they could get

● Trainee TV Researcher

ITV Studio | Jul 2017 - Aug 2017

- Researching innovative ideas for new shows ITV wanted
- Pitched ideas to the head of production
- Partnered with the team of researchers to strengthen the research infrastructure

Education & Training

2015 - 2020 ● **University of West London**
LLB HONS, Law

2013 - 2015 ● **The Frances Bardsley Academy for Girls**
BEC Diploma, Business and law