

Ellie Hyams

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About

Performance-driven and detail-oriented professional with broad experience and demonstrated success in performing and overseeing core administrative tasks to ensure a smooth flow of critical operations across a range of businesses in both public and private sector.

Demonstrated experienced key administrative operations, including managing customers and partners, developing and overseeing office supply chains, and maintaining records. Proficient in establishing long-lasting relationships with key stakeholders across different levels, providing excellent management support, and delivering exceptional customer service all while ensuring operational compliance with standards and procedures.

Strong communication and teamworking skills with an ability to prioritise and complete tasks to strict timelines. Adaptable to the ever-changing demand of working environments with a track record of supporting and learning new skills, techniques and technologies.

I am passionate about moving to a permanent role within Finance, Operations or Human Resources where I can develop and grow while playing a key role in organisations.

Education & Training

2018 - 2020 ● **University of Westminster**

human nutrition,

2018 - 2018 ● **BE A BETTER YOU**

Level 3 Personal Training,