



Jade Edwards

Business and People Leader | Project Management & Operations

London, UK

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Languages

English (Native)

French (Basic)

About

I am an energetic and results-driven professional who thrives on steering teams to success, excelling in sales leadership, and crafting compelling brand narratives. My journey spans both global enterprises and boutique environments, where my strategic vision and analytical prowess consistently yield impactful results.

I possess a versatile skill set, including expertise in:

Marketing: From shaping brand identities to orchestrating engaging social media strategies, I bring a creative touch to content creation and seamless campaign execution. My focus on CRM strategy ensures lasting connections with customers. **Retail:** Whether it's optimising operations, leading sales teams to new heights, or creating captivating visual merchandising displays, my multifaceted approach ensures a holistic and customer-centric retail experience.

Project Management: I specialize in bringing ideas to life, meticulously planning and executing projects while balancing budgets, engaging stakeholders, and closely monitoring key performance indicators.

Design: My flair for creative asset and graphic design adds a visual dimension to my skill repertoire.

Communication: With strong verbal and written skills, coupled with a knack for global-scale public speaking, I excel in conveying compelling messages and presentations.

Technology: Proficient in a range of tools, from Microsoft Office 365 to Adobe Creative Suite and advanced IT skills, I leverage technology to drive efficiency.

Leadership: I take pride in fostering team cohesion, motivating individuals, resolving conflicts, and providing mentorship to nurture talent.

Additional: From managing events to conducting insightful data analysis, I bring a wealth of experience in high-turnover sales environments.

In my current role as a Gallery Manager at Clarendon Fine Art, I orchestrate operations for a £1m turnover gallery. From curating exhibitions to implementing CRM and CSAT systems, I have elevated customer satisfaction and streamlined dual-site operations, all while leading a high-performing team.

At Peloton Interactive, I not only surpassed sales targets but also orchestrated showroom operations and spearheaded initiatives that enhanced customer satisfaction across diverse regions.

Academically, I hold a BA Hons in Marketing & Branding and recently completed a Foundation in Project Management, laying a robust foundation for strategic planning and execution.

Beyond the professional realm, my interests in yoga, running, interior design, and travel ignite my creativity and fuel my drive for continuous growth.

I am genuinely excited about contributing my innovative thinking, project management finesse, and customer-centric approach to a forward-thinking organisation dedicated to growth and innovation.

BRANDS WORKED WITH

- Brora
- Clarendon Fine Art
- Peloton Interactive
- Phase Eight
- Phoenix Style
- Suburban Turban
- Swole Gym Wear
- Whistles

Experience



● Gallery Manager

Clarendon Fine Art | Nov 2022 - Now

Skills: Client Development · Event Management · Retail Sales · Conversion Rate



● **Gallery Manager**

Clarendon Fine Art | Nov 2022 - Now



● **Showroom Manager**

Peloton Interactive | Aug 2020 - Oct 2022

Responsible for opening the new Peloton Showroom in October 2020. Since then we have successfully grown a client base across Surrey and Sussex.
Business / Retail operations / P&L
People leader / Manager
Service and Experience creative leader / Global projects
Mental Health Ambassador Global Business
Learning and Development
Tagret and KPI Management
International project lead



● **Brand Manager**

Suburban Turban | Apr 2020 - Aug 2020



● **Shop Manager**

Whistles | May 2018 - Apr 2020



● **Brand Manager**

Swole Gym Wear | Sep 2017 - Sep 2019



● **Deputy Manager**

Brora | May 2015 - May 2018



● **Senior Supervisor**

Phase Eight | Sep 2012 - May 2015



● **Social Media Manager**

Phoenix Style | Jun 2013 - Apr 2014

Education & Training

2023 - 2024

● **Coursera**

Google Project Management: Professional Certificate,

2012 - 2015

● **University for the Creative Arts**

Bachelor's Degree,

2006 - 2008

● **The College of Richard Collier**

Alevel,