



# Ellie Stephenson-Wilding

Administrator at Acuity Law

Cardiff, UK

[View profile on Dweet](#)

## Links

[LinkedIn](#) [Instagram](#)

## Languages

English (Native)

## About

Seasoned and highly organised professional with 3+ years of experience in enhancing the efficiency of office operations through administrative support. Characterised by my creativity, proactive approach and willingness to confront new challenges. Proficient in Microsoft Excel, Word and Outlook. Strong passion for personal style and the fashion industry, looking for a creative new role or internship opportunity to showcase my writing skills and creative flair.

### BRANDS WORKED WITH



## Experience



● **Legal Administrator**  
Acuity Law | Jan 2022 - Now



● **Personal Assistant**  
Loosemores Solicitors | Dec 2021 - Jan 2022



● **Business Administrator**  
Cardiff Council | Jun 2021 - Dec 2021  
COVID-19 logistical response & office administration.



● **Barista**  
Starbucks | Sep 2019 - Jun 2021



● **Student Brand Ambassador**  
Boohoo Group PLC | Jan 2020 - Dec 2020  
Content creation for social media channels to amplify brand reach.

● **Customer Service Sales Representative**  
ROAR AMBITION LTD | Dec 2018 - Mar 2019

● **Waitress**  
Turtle Bay Restaurants | Dec 2015 - Jan 2018

● **Freelance Model**  
| Jan 2017 - Now  
Freelance and agency represented model with a strong passion for the fashion industry. Collaborating with photographers, designers, and creative teams to bring visions to life. Experienced in both studio and on-location settings, with a keen eye for creative direction.

## Education & Training

2019 - 2023 ● **University of Liverpool**  
Bachelor's degree, English Literature