

REBECCA STEWART

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Born June 2003

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Personal Profile

I am a bubbly, reliable and creative individual currently working within the NHS and I recently completed a Level 3 Business and Administration apprenticeship alongside my roll. I am looking to join EnCast to gain experience within the events and entertainment industry alongside my current role, combining my strong communication skills with my enthusiasm for creativity and new experiences.

I enjoy meeting new people and thrive in environments where no two days are the same. My professional experience has developed my confidence, organisation and ability to remain calm under pressure, while my interest in drama and performance has given me the confidence to engage with others and step outside my comfort zone.

From attending Stagecoach and studying Drama at school to creating short films with friends for fun, I have always enjoyed performing and expressing my creativity. I am excited by opportunities including promotional work, brand ambassador roles, hospitality, events, corporate functions, character work and supporting productions. I am currently seeking flexible opportunities alongside my NHS role and look forward to developing my experience within the industry.

Key Skills

- Friendly, bubbly and approachable personality
- Excellent communication and customer service skills
- Confident interacting with people from all backgrounds
- Organised and reliable under pressure
- Adaptable and quick to learn
- Strong team player with the ability to work independently
- Positive attitude with a willingness to embrace new experiences
- Professional, punctual and well presented

Employment

Band 5 Trauma and Orthopaedics Office manager | NHS

2026 – Present

- Managing the day-to-day running of the Trauma & Orthopaedics administrative office.
- Supporting and supervising the administrative team to ensure an efficient, high-quality service.
- Coordinating workloads, improving processes and maintaining excellent organisational standards.
- Communicating professionally with patients, consultants, clinical teams and external organisations.
- Working in a fast-paced environment while remaining organised, adaptable and solution-focused.

Band 4 Endoscopy Waiting List Supervisor | NHS

2024 – 2026

- Supervising an administrative team and supporting the smooth day-to-day running of the department.
- Communicating confidently with patients, colleagues and healthcare professionals.
- Managing multiple priorities while maintaining high levels of organisation and accuracy.
- Training and supporting new members of staff.
- Delivering excellent customer service in a fast-paced environment.

Band 3 Endoscopy Waiting List Administrator | NHS

2023 – 2024

- Provided professional customer service to patients over the telephone and in person.
- Organised appointments and maintained accurate patient records.
- Supported clinical teams to ensure services ran efficiently.
- Worked collaboratively within a busy team while maintaining confidentiality.

Nursery Practitioner

2021 – 2023

- Built positive relationships with children, parents and colleagues.
- Planned engaging activities and encouraged creativity and confidence.
- Worked as part of a close-knit team in a busy environment.
- Developed excellent communication, patience and adaptability.

Hairdressing Trainee

2019 – 2021

- Delivered excellent customer service within a busy salon.
- Assisted stylists and supported the smooth running of the salon.
- Managed reception duties, appointments and client enquiries.
- Developed confidence working with members of the public.

Creative Experience

- Attended Stagecoach theatre school.
- Studied Drama throughout secondary school.
- Enjoy creating short films and creative projects.
- Comfortable working with and engaging members of the public.
- Enthusiastic about trying new experiences and developing within the entertainment industry.

Education & Qualifications

Level 3 Business & Administration Apprenticeship

Level 3 Early Years Educator Qualification

Paediatric First Aid

GCSEs including:

- English Literature – Grade 6
- English Language – Grade 5
- Maths – Grade 5
- Drama – Grade 4
- BTEC Media – Distinction
- Health & Fitness – Distinction

Additional Information

- Full UK Driving Licence
- Own Vehicle
- Height: 5'5" (165 cm)
- Available for flexible event and promotional work alongside current employment