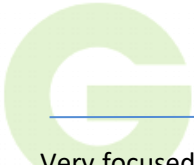


Richard Nwachukwu

BA (Hons) Marketing

Enfield • 07904969044 • emekarichards@yahoo.com



EXECUTIVE SUMMARY

Very focused and results oriented individual who relishes responsibility and has the right attitude for consistent growth. Marketing graduate, very innovative and likes to oversee projects/ company objectives from start to finish; 8 years' office experience, ideally looking to join an ambitious *digital* and *social* team

EMPLOYMENT HISTORY

Nelsons: Communications Officer

Jul '16 – Present

- Lead *corporate company events* in their entirety. Planned, scheduled and organised events within budget for internal global & charity initiatives
- Effectively assisted *Head of Communications* in preparing *corporate presentations*, updating different regions with latest company information and generating proactive ideas for staff engagement across our sites
- Edit videos using *Adobe suite Premiere Pro/After Effects* for our brands working closely with brand managers to edit clips for our social channels; *Instagram, Twitter & Facebook* – **Rescue Remedy UK – Nelsons Colica – Bach Original Flower Remedies**
- Managed Nelsons corporate *Twitter account* – scheduled content calendars, engaging with *social influencers* using our brands to attract new customers & followers
- Assisted UK Press Office with the *Rescue Remedy, Original Bach Flower Remedies, Spatone & Nelsons Baby* brands – by evaluating national/regional press coverage for monthly reports and contributing to PR brainstorming and press mail outs
- Administrator of weekly company newsletter and *internal social network Yammer* – updating Nelsons sites in all regions; Monaco, Boston and Hamburg with the latest company updates



Peracto Search: Systems Administrator

Nov '15 – Jul '16

- Effectively managed the Citrix server and ensured any technical issues were resolved in a timely fashion
- Installed IT hardware/software, setting up new starters, managing backups and passwords
- Lead Administrator for Operations dept. & consultant's internal database First Choice Software [*RDB Pronet*]
- Responsible for adding CV's, Clients, Jobs and key data to help structure company objectives
- Diary management, scheduling interviews and meetings for candidates and directors
- Sourcing new clients through research and supporting all consultants with on-going projects to hit monthly targets
- Investigating and diagnosing networking problems, making recommendations for improving the company's IT systems



Groupon PLC UK & IE: Senior Account Executive

Sept '13 – Aug '15

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- Effectively managed key accounts for Groupon's biggest partners and some of the UK's biggest distributors; working closely with Compliance, Risk, Buyers and Partner Managers to maintain high levels of customer satisfaction and achieve decentralised objectives
- Provided support for CEO *Roy Blanga*, with PR/legal issues; diary management
- Designated the role of *red flag* emails and was assigned to manage his inbox on a daily basis and arrange meetings on the calendar
- *Furniture Squad* – managed collaborative *ISM* repairs project to reduce high levels of CPU for furniture goods. Instead of returning and refunding damaged goods we collaborated externally with *ISM* to have repairs instead of refunds for damaged goods after assessment
- Provided support to Risk when using raw Excel data to compile threshold reports which helped anticipate potential issues and identify time effective resolutions

EDUCATION

University of Hertfordshire, Hatfield AL10 9AB	BA Honours Marketing 2.1	May 2013
University of Hertfordshire, Ware SG12 9JF	Finance & Marketing 2.1	May 2011
Hornsey Sixth Form Consortium, N8 9JF	Business Studies B Economics C	June 2008
St. Aloysius College, N6 5LY	Business Studies A* English A Maths B French B	June 2006

EMPLOYMENT HISTORY [cont.]

LIZZY Clothing: *Social Media Executive* [www.instagram.com/stayfleegetlizzy] Sept '13 – Aug '15

- Uploading content on social media to communicate with audiences
- Innovating product placement for *Lizzy* clothing
- Analysing the strategies of the market competitor's
- @LizzyClothing release their new collection; amassed 3'000 followers via Twitter & Instagram



Just - Eat: *CS Advisor*

Nov '11 – Apr '12

- Regularly solved customer queries in a fast paced environment while maintaining high levels of customer satisfaction
- Proactively managed social media platforms to retain *positive* social presence



AudioFix UK: *Social Media Assistant*

July '11 – Jan '12

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- Engaged with social communities on Twitter and amassed over 300 followers
- Handled various social platforms to increase and monitor our social presence

Amathus: *Administrative Asst.*

Sept '10 – Jun '11

- Effectively managed the accounts for Amathus customers
- Monitored warehouse stock and responsible for re-stock procedure



Woolworths PLC: *Senior Sales*

- Shop floor and online transactions: oversaw all online orders post website launch
- Became Senior member within a year and trained new starters

WOOLWORTHS

COMPETENCIES

- Microsoft Office: **Word, Excel, PowerPoint, Outlook, Publisher**
 - Adobe Suite: **Photoshop, Premiere Pro, After Effects**
 - Social Media: *Facebook, Twitter, Instagram, Snapchat*
 - IT proficiency
 - Copy writing
- First class B2B Client Services: *CRM, Zendesk, Salesforce*
 - Time/Project management
 - Strong Marketing knowledge
 - Excellent communication skills
 - Administrative support
 - Problem solving

INTERESTS

Football, *Music*, *WordPress* [<https://memoirsofafootballhooligan.wordpress.com>], *SoundCloud*, *Twitter*, Arts

REFERENCES

All references available upon request