Amelie Baxter

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My portfolio

Personal Profile

Hard-working, practically-minded school leaver looking for a role where I can contribute to a business from the start and learn from experienced people, ideally in operations, project coordination, digital or technology. I'm open to a degree apprenticeship or to studying independently alongside work.

I've built varied experience across business operations, hospitality, production and events, much of it alongside my studies, and have recently completed Google's Foundations of Digital Marketing and E-commerce course. I'm organised, reliable and responsible.

Work Experience

Lifeguard, Sailing Instructor & Bunk Counsellor — Camp Pontiac, New York, USA Jun–Aug 2026

- Lifeguarded at the pool and waterfront
- Responsible for camper safety on and off the water
- Taught sailing to every age group, from first-timers to confident sailors, adapting sessions to each group's ability
- Acted as general counsellor for a bunk of 14-year-old girls, supporting them day to day and acting as a mentor
- Worked with co-counsellors, coaches and group leaders to deliver camp-wide events

Business Admin Assistant — Electroquip, Kent Aug–Sep 2025

- Two months inside a small business, working across operations, purchasing and finance
- Managed goods in and out, keeping stock records accurate
- Handled inbound calls and customer enquiries, and supported finance and purchasing administration
- Worked with the marketing team on brand and customer communication

Production Assistant — North Six, London Film Studios Jul 2025

- Supported a seven-day professional Omega shoot, including pre-production logistics so everything was in place ahead of the shoot
- Prepared gift bags for VIP guests and welcomed VIPs on the day, representing the production professionally
- Coordinated materials and on-set logistics, responding quickly to changing requirements

Food & Beverage Assistant, Front of House — The Black Horse Inn, Thurnham Dec 2024–Jul 2025

- Served food and drinks to guests
- Talked guests through the menu and made recommendations
- Worked with the kitchen and front of house team

Sales Representative — Glowbus UK, Grand Designs, ExCeL London May 2025

- Represented Glowbus, which designs fire sculptures in corten steel, at a four-day live exhibition
- Helped set up and break down the exhibition stand
- Welcomed visitors, discussed the design and materials of the products, and supported sales

Architectural Assistant (Work Experience) — Hollaway Studio, London Jul 2023

- Designed a Japanese Tea House concept independently, using Adobe Creative Suite and the AI image tool DreamStudio
- Presented the finished project to the studio team

Education

Invicta Grammar School — Maidstone 2019–2026

- A-Levels (2026): English, Psychology, Geography
- 10 GCSEs (2024): Mathematics, English Language, English Literature, Physics, Chemistry, Biology, Geography, German, Art, Physical Education

Courses & Certifications

- Foundations of Digital Marketing and E-commerce — Google (Oct 2026)
- Accountancy Work Experience with BDO — delivered by Springpod (Oct 2026)
- RYA Stage 3 Sailing and RYA Competent Crew
- American lifeguard qualifications; Red Cross certified first aid
- Enhanced DBS check; full UK driving licence; Piano Grade 3

Achievements & Interests

- Duke of Edinburgh's Award: Bronze, Silver and Gold
- World Challenge, Eswatini (2024): volunteered on a community project
- Running: weekly parkruns and regular 10k races. First in my age and gender category at the Marden 10k (Nov 2025), and I have represented my school and county
- Also enjoy tennis, mountain biking, kayaking and paddleboarding