

Danielle Wright

Junior Office Manager

Business administration graduate from the University of Plymouth with experience in office operations and team coordination. Completed a **year-long placement** at a professional services firm, managing office facilities for **45 staff** and handling budgets of **£35,000 per quarter**. Highly organised with strong problem-solving and communication skills.

SKILLS

Office Management • Budget Management
• Event Organisation • Supplier Negotiation
• Meeting Coordination • Microsoft Office (- Advanced) • Facilities Management • Team Coordination

LANGUAGES

English - Native

EXPERIENCE

Office Administrator (Placement), PKF Francis Clark LLP, Exeter

Sep 2023 – Aug 2024

Year-long placement managing office operations at this South West accountancy firm's Exeter office.

- Managed office facilities and supplies for **45 staff** across 2 floors, handling a quarterly budget of **£35,000**
- Coordinated meeting room bookings averaging **20 bookings per day** and managed visitor sign-in procedures
- Organised **6 firm-wide events** including summer and Christmas socials for up to **120 attendees**
- Negotiated a new stationery and printer supply contract saving **£4,200 annually**

Receptionist (Part-time), Jurys Inn (now Leonardo Hotel), Exeter

Jun 2022 – Aug 2023

Part-time front desk role at this 180-room city centre hotel.

- Managed check-in and check-out for an average of **50 guests per shift**
- Handled **15+ phone enquiries per hour** during peak periods

EDUCATION

BA (Hons) Business Administration in Business Administration, University of Plymouth, Plymouth

Sep 2021 – Jul 2025

2:1 (62%). Sandwich course with a year in industry. Modules included Organisational Behaviour, Project Management, and Business Communication.

CERTIFICATIONS

ILM Level 3 Certificate in Leadership and Management (In Progress), Institute of Leadership and Management

Sep 2025

EXTRA CURRICULAR ACTIVITY

Plymouth University RAG Committee

Sep 2022 – Jun 2025

Logistics coordinator for the annual RAG Week. Managed event permits, venue bookings, and volunteer rosters for **12 events** raising **£18,000** for local charities.