

# Jay Singh

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Currently studying Music Business & Innovation at the Academy of Contemporary Music in London, I am a creative and highly organised individual with solid interpersonal skills thanks to my strong background in customer service roles. I am enthusiastic to translate the relevant experience and knowledge I have already gained into an internship or work placement role to develop a career within the music industry.

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## Experience

### **Waitrose & Partners** 2015 — Present

Supermarket Assistant

- Providing efficient and friendly customer service following established service standards and corporate vision.
- Responsible for keeping entire sections of the store well-stocked, organised, and tidy.
- Liaising with outside companies in regards to deliveries and stock management to ensure everything is up to date and running smoothly.
- Completing admin tasks in the back office such as completing and filing paperwork.

### **Battersea Dogs & Cats Home** 2015 — 2018

Cattery Support Volunteer

- Attended to the welfare of the cats; ensuring they were fed, had tidy and sanitary living spaces, and were comfortable and happy during their stay at the home, adhering to the strict health and safety standards held by the organisation.
- Assisting potential owners with any questions they had about the home and the animals, effectively taking on the role of a sales assistant to help them find a pet that will be suitable for them to adopt and persuading them to do so.
- Completing meticulous paperwork about each cat; assessing, monitoring and documenting their condition on a day-to-day basis.

## Education

### **Academy of Contemporary Music** 2018 — Present

BA (Hons) Music Business & Innovation

- Received a first in every assignment during the first year of the course.
- Took part in establishing the university's first business collective that organises live music and networking events and provides other students with guidance and assistance for their music careers.
- Began to manage a handful of artists, successfully booking gigs and assisting them with branding, marketing, scheduling, and other general admin tasks.

### **North East Surrey College of Technology** 2013 — 2015

Level 3 Extended Diploma in Media Production (Film and Television)

### **Rutlish School** 2008 — 2013

10 GCSEs including English and Mathematics

- For my Year 10 work experience I completed a two-week placement at Merton Council which provided me with the experience of working in an office environment and gave me further knowledge of the relevant IT systems and programs.

## Notable Skills

- Confident user of Windows and macOS.
  - Adept at all Microsoft Office and iWork software.
  - Proficient at photography, videography and editing.
  - Great understanding of social media.
  - High standard of written and verbal communication skills.
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