

Charlotte Ashford

Purchasing Executive

07925991423 | charlotteskidmore11@gmail.com | Stafford

My most recent experience is as a purchaser at EU Automation. I am seeking a role that offers new challenges and the opportunity to use my initiative and creativity. I enjoy working independently and seeing tasks through to completion. Having worked across several departments and teams, communication and collaboration have become two of my greatest strengths.

Work experience

Purchasing Executive | EU Automation

2026

- Manage order progression and fulfilment, including sending purchase orders, receiving payments, negotiating with suppliers and communicating with customers.
- Maintain consistent communication with suppliers and customers by telephone and email to keep processes running smoothly.
- Negotiate sales and savings with suppliers, independently saving around £4,000 per month.
- Coordinate transport and couriers, book shipments, arrange collections, oversee international shipments and liaise with warehouse staff.
- Handle warranty and return issues to support customer satisfaction.
- Source and procure suitable products using eBay and the Plexus system.
- Collaborate with finance, global trade, sales and warehouse teams, as well as external logistics and transport teams.
- Manage a high-volume inbox, data entry and spreadsheets.

Teaching Assistant | Aspire People

2024-2026

- Provided primary support to the teacher, assisting with daily schedules, planning and extra-curricular activities.
- Supported students in small groups and one-to-one with reading, writing and mathematics, as well as arts, sports, recreation, topic and environmental studies.
- Maintained children's school books and prepared classroom resources.
- Worked for periods as a one-to-one teaching assistant for children with disabilities and learning difficulties, providing emotional, educational and physical support.

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Work experience continued

Administrator | Midlands Partnership NHS Trust

2023-2024

- Handled confidential information and booked patient appointments by telephone and letter, using NHS systems to manage bookings and caseloads.
- Liaised with external tradespeople and engineers for building repairs and maintenance, and served as the first point of contact for patients, clinicians and external departments.
- Managed the inbox and reception desk, and arranged room hire for external departments.

Education

Erasmus Darwin Academy | A-Levels | 2020-2022

Psychology: B

Biology: C

Chemistry: D

Erasmus Darwin Academy | GCSEs & BTECs | 2015-2020

Mathematics: 7/A

English Literature (2019): 8/A*

English Language: 8/A*

Chemistry: 9/A**

Biology: 7/A

Physics: 7/A

RE: 7/A

BTEC IT: Pass

History: 6/B

BTEC Performing Arts: Distinction*

Skills

Negotiation · Problem-solving · Communication · Microsoft packages / Outlook · Procurement · Team collaboration · B2B sales · Supply chain management · Logistics · Customer-facing · Accounts receivable

Language

English (native)

References

James Savona - Team Leader, EU Automation

james.savona@euautomation.com

Charlotte Scrivens - Nursery Manager, Lichfield Cathedral School

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