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|  | ELIZABETH ADELEYE  ​13 Homestead Way New Addington CR0 0BG  07495688189|lizade11@icloud.com | |  |
|  | A driven and highly motivated student seeking a part-time retail opportunity. Strong communicator, with the ability to build strong relations with clients and colleagues alike. Takes great pride in providing a memorable customer service experience and meeting the business objectives using initiative. Keen learner who is willing to undertake any relevant training to progress within a reputable organisation. | |  |
|  | Experience | |  |
|  | 06|2016 – 07|2016Administrative assistant, unique personnel  * Dealt with customer enquiries via telephone and direct with excellent customer service * Kept the office area tidy and clean at all times * Filed all paper work effectively | |  |
|  | 07|2017 – 11|2017Team member, greggs  * Provided excellent customer service and maintained the company’s brand to promote products and services. * Used initiative to share product knowledge with customers and answered customer enquiries and complaints.   **03|2018 – 10|2018**  **BARISTA, COSTA**   * Provided excellent customer service and maintained the company’s brand to promote products and services. * Aided customers with decisions based on their preferences * Kept the surroundings clean and tidy maintaining high levels of hygiene at all times * Processing deliveries and taking stock count effectively   11|2018 – 02|2019  **CASHIER, ALDO**   * Used initiative to share product knowledge with customers and answered customer enquiries and complaints. * Accurately handled cash, processed cash/card transactions and issued refunds/exchanges. * Successfully managed the stock room/warehouse area, set up displays and organised products. * Provided excellent customer service and maintained the company’s brand to promote products and services.   16|03|2019 -  **CASHIER, ARC HOSPITALITY**   * Communicating with customers in a fast and effective manner * Waiting at prestigious events - serving and cleaning | |  |
|  | Education | |  |
|  | SEPTEMBER 2012 – AUGUST 2017GCSE, THOMAS MORE CATHOLIC SCHOOL 8 GCSE’s including Maths and English | |  |
|  | SEPTEMBER 2017 – AUGUST 2019A LEVEL, ST FRANCIS XAVIER A Levels – Government and Politics, History and Sociology | |  |
|  | Skills | |  |
|  | * Eye for detail * Persuasion skills * Computer literacy * Team player * Analytical ability | * Strong communication * People oriented * Innovative thinker * Time management |  |
|  | Activities | |  |
|  | I have strong passion for fashion and enjoy keeping up with the latest trends. This has led me to volunteering at a number of beauty paegents such as Miss Teen Africa. I also enjoy reading and keeping up with Politics. Being a social media fanatic allows me to keep up to date with the latest national and global affairs. | |  |

**References available upon request.**