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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|2016 Administrative 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
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|  | 07|2017 – 11|2017 Team 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
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|  | Education |  |
|  | SEPTEMBER 2012 – AUGUST 2017GCSE, THOMAS MORE CATHOLIC SCHOOL 8 GCSE’s including Maths and English |  |
|  | SEPTEMBER 2017 – AUGUST 2019A LEVEL, ST FRANCIS XAVIERA 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
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|  | 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.**