
PERSONAL PARTICULARS

NAME
Address

☎ 03 PHONE

Date of Birth

CAREER OBJECTIVE

My goal is to obtain a Retail Management career in the clothing industry as I enjoy working with people and have a keen interest in fashion. I am also well presented, hard working and influential, which are all compatible qualities in a sales environment.

DEMONSTRATED SKILLS

Sales

- ❖ Excellent Communication skills
- ❖ Highly influential
- ❖ Efficient handling of customer enquires
- ❖ Advising customers
- ❖ Stock taking
- ❖ Cash handling & register / EFTPOS
- ❖ Arrangement of stock display
- ❖ Flair for fashion and design
- ❖ Friendly and approachable

Administration

- ❖ Touch typing skills
- ❖ Good knowledge of Microsoft Word & Excel
- ❖ Confident telephone manner
- ❖ Organised and efficient

Communication

- ❖ Good listening & interpersonal skills
- ❖ Excellent team player
- ❖ Experience in dealing with the public
- ❖ Able to communicate with people of all ages

EMPLOYMENT BACKGROUND

Work experience

2000

**GO LO
Brandon Park Shopping Centre Mulgrave
Shop Assistant**

- ❖ Assisted with store set up
- ❖ Operation of Cash register & EFTPOS
- ❖ Customer Service
- ❖ Stock Taking
- ❖ Shelving
- ❖ Shrinkage
- ❖ Returns and refunds
- ❖ Other duties as requested

2000

**CENTRAL LANE
Brandon Park Shopping Centre Mulgrave
Shop Assistant**

- ❖ Customer Service
- ❖ Cash register
- ❖ EFTPOS operation
- ❖ Arranging clothes on racks
- ❖ Display

1997 - 1999

**PRIVATE
Baby sitting**

- ❖ Supervision & general childcare
- ❖ Food preparation
- ❖ Activities
- ❖ Cleaning

EDUCATIONAL ACHIEVMENTS

1997 -2000

**Monash Secondary School
Clayton North Victoria**

Excellent Achievement in

- ❖ English
- ❖ Computers
- ❖ Home Economics
- ❖ Textiles
- ❖ Sport
- ❖ Drama

SPECIAL ACHIEVEMENTS

- ❖ Award for Excellence in Sport 1998
- ❖ Captain Netball Team 2 years
- ❖ Participated in Netball 4 years
- ❖ Selected for School Tennis; Hockey; Softball; Basketball & Soccer Teams
- ❖ Participated in School Drama Production 1998

COMMUNITY INVOLVEMENTS

Fundraising

- ❖ 40 hour Famine
- ❖ Multiple Sclerosis Society Readathon

Interests

Tennis; Sport; Dancing; Music; Socialising.

PERSONAL QUALITIES

- ❖ Conscientious
- ❖ Hard working and Punctual
- ❖ Dedicated and enthusiastic
- ❖ Flexible and understanding
- ❖ Well mannered
- ❖ Well Presented
- ❖ Good sense of Humour

REFEREES

Professional

Name
Company



Personal

Name
Company

