

Emily Simmons

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A Business Management undergraduate with a year's experience working in a customer facing role. Strong organisational and time management skills developed through balancing work and study. Currently seeking a part time position in a customer service role.

Relevant Experience

H&M, Sales Advisor

Feb 2017- April 2018

- Provided excellent customer service, operating tills, handling cash and debit transactions; assisting and advising customers on products, and providing alternatives when appropriate.
- Supported a team of 20 staff to help exceed sales targets by 3%, resulting in a Christmas bonus.
- Demonstrated initiative, working out which stock needed priority when replenishing from fitting and stock room.
- Managed my time and prioritising tasks such as serving customers, processing deliveries and creating promotional displays.

Macmillan Cancer, Fundraising Volunteer

Aug 2016 - Dec 2016

- Communicated with members of the public in order to generate donations of up to £100, awarded prize for raising the most money, 2 months running.
- Lead a group of 6 volunteers and coordinated appropriate fundraising locations to raise maximum amount of funds; awarded prize for best team of the month.
- Organised fancy dress events in order to boost team morale which raised over £300 for the charity.

IT Skills

Proficient in the use of Microsoft Office applications.

Education -

Oxford Brookes University

2017 - to present

BA (Hons) Business and Management

Secondary School, Oxford

2010 - 2017

A Levels: Business Studies (A), Information Technology (B), Maths (C)

GCSEs: 9 GCSEs from A-C

Interests

- Blogging: blog every fortnight on current trends in fashion and my latest fashion buys currently followed by 230 readers from around the world
- Sport: Active member of the university basketball team

REFERENCES AVAILABLE ON REQUEST

