
Jane Smith

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TARGET: RETAIL MANAGEMENT - FASHION ADVISOR

♦ Graduate - P.A. - Events Management - Sales and Marketing - Administration ♦

A Multi-Lingual Graduate, accountable for targets and projects and the highest standards most recently within administration and event management. Possessing a proven record and 6 years experience within the Fashion Retail Sector. I believe that fashion retail is about selling a fashion concept and lifestyle. I am now looking to use my developed skills to make a significant contribution within a new challenging appointment preferably within the fashion retail sector that offers an opportunity for career progression.

KEY SKILLS AND EXPERIENCE

- Retailing / Customer Service
- Events Management
- Conference organizing
- Marketing
- Hospitality Management
- Fashion Advisor
- Leadership
- P.A. Administration
- Translations
- Fund Raising
- Account Management
- Team Working
- Project Co-ordination
- Computer Literate
- Presentations

EDUCATION

BA (Hons) Languages for Business (Oxford Brooks University) 2001 - 05

PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS

P.A. AND CONFERENCE CO-ORDINATOR

Oct 05 - Present

Company A

- **As the Personal Assistant**, to the Lay Pastor (church leadership), managing diaries, e-mails, flight and conference bookings, general written correspondence and data processing.
- **As Conference Organizer**, marketing and co-ordinating on-site conferences for over 250 people (both one day and one week conferences), such as women's breakfasts, 24-7 prayer conferences and national conferences.
- Organized many off-site conferences at the Hayes Centre in Swanwick.
- Marketed and promoted conferences.
- **Events Management**: hosted and helped organize a large variety of events and conferences within various departments, such as, "A Night in Nigeria", "Women's Breakfasts", "Marriage Course", "Student Balls", hosting over 400 people.

INTERN (Gap Year Leadership and Development Programme)

Aug 04 - July 05

Company A

- Youth and Children's Church Leader.
 - Also responsible for organizing the 24-7 prayer room, women's ministries and international ministries.
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PROFESSIONAL EXPERIENCE AND ACHIEVEMENTS (RETAIL)

FASHION ADVISOR (Part-time)

Jan 04 - Jul 04

Company B

- Responsible for ensuring all activities focus on meeting customers' needs whilst achieving sales targets.
- Developed retail sales skills at the higher end of the market in an environment that expects excellence and attention to detail within customer service.
- Excelled in one-to-one consultations with clients. Able to offer styling advice for a variety of formal, and casual, occasional or work ware, including styling and wardrobe update advice, and adding key items to incorporate new season trends.
- Supported management in all aspects of the business.
- Fully till trained. Managed weekly deliveries and stocktakes.
- Constantly exceeded personal targets. Achieved many £2000+ sales. Retained valued customers.

SALES ASSISTANT (Various Positions whilst at University)

2000 - 06

Company V (1month Sale cover)(July 06- Aug 06), Company Y (Part-time) (Jan 05- Jul 05),
Company W, London (part-time) (Dec 02 - Mar 03), Company Z (Dec 01 - Sep 02),
Company X, (2000-01).

- Further details of responsibilities etc. regarding the above roles can be discussed at interview if required.

Company Z Oxford (Dec 01 - Sep 02) and WEEKEND SUPERVISOR ,Convent Garden.

- Learnt the importance of good customer service, attention to detail, presentation and the ability to multi-task in a fast paced environment.
- Responsible for overseeing staff on Saturdays, writing weekly rotas, stocktaking, replenishments and deliveries. Assisted in general clerical and administrative duties as required.

EXTRA CURRICULA ACTIVITIES AND PLACEMENTS

CLIENT MANAGEMENT SUPPORT (Placement)

Jul 03 - Dec 03

Company C, Madrid

- Worked in the sales department within the Strategic Relationship Group.
- Liaised with Client Managers in the UK on large accounts.
- Assisted with all aspects of administration.
- Created and assisted with setting up presentations (Powerpoint).
- Organized European team conferences.

FUNDRAISER (April 2004)

Company D Alumni Association

- Part of an effective team fundraising for the University.
- Personally raised over £10,000 and was awarded "Student Ambassador" for professionalism and achievements.

P.A. / RECEPTIONIST (Placement)

Apr 02 - Jul 03

Company E, Spain

- In charge of all aspects of administration for a very busy language school.

Interests and Pastimes: Current Affairs, Politics, Theatre and Acting, Travel.

Languages: *Fluent;* English, Spanish. *Colloquial;* Italian and French.