

Cole Joshua Barrett

PROFESSIONAL SUMMARY

Dedicated sales professional with 3+ years of experience in retail, skilled in customer service, organizational tasks, and problem-solving. A mathematics graduate with strong analytical skills and a keen eye for detail, now seeking to transition into an administrative role. Eager to apply my reliability, adaptability, and drive to support team success and maintain smooth day-to-day operations.

WORK EXPERIENCE

Self Employed Contract Developer

*Apr 2024 - Sep 2024
Bicester*

- Developed a web crawler to automate PDF concatenation and extract key snippets from multiple documents, reducing a several-hour manual process to under 2 minutes, streamlining workflows and improving efficiency for my client.
- Collaborated with clients to define project requirements and deliver custom software solutions.
- Assessed project scope and defined realistic timeframes, balancing client needs with technical possibilities.
- Developed Windows desktop and Android applications, prioritizing performance and usability.
- Oversaw the full project lifecycle, from planning and development to testing and deployment.

Tesco Sales Assistant (Day & Night Shifts)

*Apr 2021 - Apr 2023
Bicester & Bognor Regis*

- Provided friendly customer service and supported the daily running of the store.
- Managed night shift deliveries, ensuring shelves were ready for customers each morning.
- Balanced efficiency and attention to detail to meet delivery and stocking targets.
- Conducted opening and closing shifts, including handling cash and securing the store.
- Operated tills during day shifts, ensuring accurate transactions and efficient customer service.
- Conducted daily price reductions twice a day, ensuring compliance with store policies while minimizing waste.
- Set up promotional displays to enhance product visibility and drive sales.

Dunelm Furniture Department Team Leader

*Jun 2017 - Sep 2018
Salisbury*

- Handled administrative tasks related to the furniture department, including updating stock systems and ensuring the warehouse was prepared for new stock arrivals.
- Managed the furniture department, ensuring stock levels were maintained and displays were well-organized to optimize the customer shopping experience.
- Coordinated and processed incoming deliveries, ensuring timely stock replenishment and adherence to company standards.
- Managed the organization and upkeep of the warehouse, ensuring efficient stock rotation and accurate inventory records following deliveries.

EDUCATION

NEWCASTLE UNIVERSITY Bachelor of Science in Mathematics

*Newcastle Upon Tyne, Northumberland
2021*

BURGATE SCHOOL AND SIXTH FORM A levels

*Fordingbridge, Hampshire
2017*

Maths - A | Physics - A | Chemistry - B

CONTACT

Leeds, West Yorkshire
M: 07982 843272
colejbarrett98@gmail.com

SKILLS:

- Communication
- Attention to detail
- Problem solving
- Team collaboration
- Excel/Google Sheets
- Word/Google Docs
- Leadership
- Numerically proficient
- Tech savvy
- Customer service
- HTML, CSS, SCSS

INTERESTS

- Game development
- Video editing
- Storytelling
- Graphic design
- Formula 1
- Esports
- Competitive gaming