KEAGAN JON BUSH

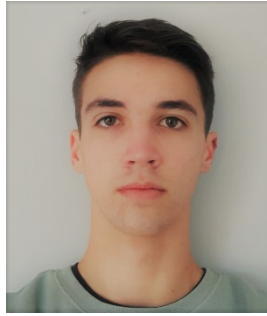**C** +27 72 060 0715   **E** keaganbush12@gmail.com   **A** 24 Albu Road, Meadowbrook, Germistion, 1609

SUMMARY

Over the past 3 years+, I have gained valuable experience in front-line client services, sales, stock control, and general retail assistance to customers. My friendly nature, adaptability, ability to problem-solve and being able to keep calm under pressure, has enabled me to do my various job tasks well. Based on my key skills and attributes, I feel that I have a lot more to offer in the client services space and am seeking a role that will allow me to grow and challenge myself.

- Valid Driver's License: Code B
- Valid Learners license: Code A
- DOB: 22.12.2022 (Age: 20)

Currently Studying A+ and N+ for IT Support Technician

WORK EXPERIENCE

Current
Oasis Water, Meadowdale mall: Store manager, management of staff, stock control, managing deliveries, customer service.

2021-2022
Wild-on-Pets, Greenstone: Manager assistant, client services, stock control & general maintenance

2019 – 2021
Rebel Pets, Kempton Park: Sales assistant, client services, stock control, cashier, packing and general maintenance.

EDUCATION

- 2021: SENIOR CERTIFICATE WITH ADMISSION TO HIGHER EDUCATION (IEB - SACAI)

KEY SKILLS

- CLIENT SERVICES
- MANAGEMENT
- SALES & RETAIL
- VIDEO GAME CREATION
- CODING: JAVA/C++

KEY ATTRIBUTES

- ADAPTABILITY
- RESILIENCE
- PROBLEM-SOLVING
- CREATIVITY

Key responsibilities:

- Customer service – assisting clients with queries, issues, and product knowledge.
- Cashier – a position of trust and responsibility requiring accuracy and efficiency whilst handling money
- Packing – fulfilling online client orders, ensuring correct items and quantities are shipped
- Stock control – reviewing stock amounts, flagging out-of-stock items, stock adjustments and regular stock-taking.
- Management of store: Making sure orders are controlled and deliveries are sent each day, making sure the store is up to standard and assisting customers.

COMPUTER SKILLS

- Microsoft Office Suite
- Adequate knowledge with programming on Java/C++ and Python
- Technical knowledge on computer hardware and software
- Retail software – QuickBooks, Humble

REFERENCES

[Available upon request.]

ACHIEVEMENTS

- 1ST TEAM ROCK CLIMBING AT AGE 15 (PBHS)
- 1ST TEAM CROSS COUNTRY (PBHS)
- CREATED WEBSITES FROM SCRATCH USING C++