

# Sales Assistant CV

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## Summary

I am hard-working and I will carry out any task accordingly.

## Core Qualifications

- Mathematics GCSE - 5 (Secondary School)
- Religion GCSE- C (Secondary School)
- LVL 2 Health and Social Care BTEC Diploma – Distinction (Secondary School)
- ICT coursework- C (Secondary School)
- English- 6 (Sixth form college) • Mathematics– 5 (Secondary School)

## Academic Qualifications (Secondary)

- ICT LEVEL 2 ICT subsidiary diploma – Pass
- ICT LEVEL 3 ICT subsidiary diploma – Distinction
- ICT BTEC Level 3 Extended Diploma – Triple Distinction Star (D\*D\*D\*)
- Games Design and Development (Modelling and Animation) BSc Hons (2:2)

## Key Skills

- Verbal/Non-verbal communication
- Listening
- Teamwork

## Qualities

- Team-Player
- Confident
- Sociable

## Education

- Thomas Tallis School (2012 September 1<sup>st</sup> -2017 July 15<sup>th</sup>)
- Shooters Hill College Sixth Form (2017 September 1<sup>st</sup> - 26<sup>th</sup> June 2020)
- University of Greenwich – Games Design and Development, BSc Hons (2020 September - 2023 May)

## Work Experience

- Lemo Corporate (January 2018)- I had to organize people's account firms using Excel in a small office.
- Woolwich Centre (January 2019)- I had to write down specific keys in a list, sort out council information and looking at different council properties that face difficult situations.
- Woolwich Library (September 2018)- I had to organize books in correct shelves, provide customer service for people on the computers, print out documents for them; update their time of borrowing books until they return them.
- MCM Comic Con (October 2019 – May 2022)- I helped people to find their specific destinations within the venue, I managed people in a queue as some people went out of line; I served people with comic posters, which these materials belong to a comic book artist. I also have recently secured a crowd of people in a line to make sure everyone is in order in the queue, to receive their signatures. They ask certain questions about the information of the authors that provide the signature such as the price of the signing, or when the event will occur while the voice actors take a short break.
- Chealsons Coffee (Co.) (November 2020) – I have learned the basics of making coffee and learned coffee differences between a Latte and a Flat White. I was also able to have good conversations between other customers; asked how they are doing.
- KFC (June 2021) – I have learned how to cook fries and organize burgers to serve the orders made by the customers. I have also cleaned up dishes and the floor as a Kitchen crew member.
- Clarks (2023-current) – I have learned how to arrange shoes in size and letter order. I have helped customers pick out the best size for their shoes that matches their foot. I also provide great customer service so that it puts a smile on their face.

University Portfolio Work:

<https://drive.google.com/file/d/1fY-fWCpUno-Cin5kTejxDyuBO-56b0A/view?usp=sharing>

Freelancer/3D Artist Portfolio Work:

<https://eska-studios.vercel.app/>