



# JESSICA VAZ



## CONTACT

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 9 Spring Street,  
Greensborough 3088 VIC

## EDUCATION

### BUSINESS CERT 3 AND 4

EIP BUSINESS SCHOOL - QLD  
2015 - 2016

### BACHELOR OF LAW

UNI CEUB UNIVERSITY - BRAZIL  
2012-2013

## SKILLS

- Communication and interpersonal skills
- Time management
- Teamwork
- Positive attitude
- Excellent customer service
- Problem-Solving
- Leadership
- Fast learner
- Strong Communication

## REFERENCES

**Candice Manning** Oakley Manager  
0402 730 774

**Rebecca Frost** Oakley Manager  
0404 017 692

## SUMMARY

I am a hardworking and reliable individual, known for my commitment and trustworthiness. I take pride in fulfilling my responsibilities and thrive in fast-paced environments. I can quickly learn new tasks and work well under pressure with minimal supervision. I enjoy challenges and I am driven to achieve my goals. Currently, I am seeking a position within your company where I can apply my skills and contribute with genuine dedication to help the company exceed its production objectives.

## EXPERIENCE

### RETAIL ASSISTANT LUXOTTICA COMPANY

#### Sunglasshut

JUN 2023 - present

#### Oakley

DEC 2017 - JUN 2023

### KEYS RESPONSABILITIES

- Assisting customers with enquiries, helping them find products, and ensuring their shopping experience is positive.
- Replenishing stock, monitoring inventory levels, and ensuring products are displayed effectively.
- Keeping up-to-date with new product offerings and their specifications by studying modules on the company's online platform.
- Administrative Tasks: Assisting with administrative tasks such as receiving deliveries, checking invoices, and updating records.
- Contributing to team effort: Collaborating with colleagues to achieve store targets and objectives.

### ASSISTANT MANAGER

#### Soul Origin

AUG 2015 - DEC 2017

- Assisting the manager in leading and motivating a team of employees to achieve high levels of performance.
- Assisting with the day-to-day operations, including opening and closing procedures, maintaining cleanliness, and ensuring compliance with health and safety regulations.
- Assisting with managing inventory levels, including ordering supplies, monitoring stock levels, and minimising waste.
- Monitoring costs and analysing sales data.