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# Hayden Alves

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/ThisIsWhatIDidThis  
Summer



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/in/Hayden-Alves

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## References

Sharon Ford

Manager

Whitcoulls Johnsonville

04 890 4210

jon@whitcoulls.co.nz

## Personal Statement

A marketing and management student at Victoria University of Wellington. Seeking a part time position to help develop skills needed for entering into a successful marketing career. Through my experience working in a retail environment I have obtained techniques that help me be a hard working, conscientious worker and I wish to apply these techniques to a new field.

## Work Experience

### **Whitcoulls Johnsonville Supervisor-2015-2018**

- Managing small team of staff (2-3 people)
- Resolve customer issues
- Manage stock
  - Stocktaking
  - Receipt stock
  - Internal transferring
- Opening and closing the store
  - Counting and preparing tills
  - Locking and Unlocking of store

### **Angela Goodall Dance Academy- Media Design- Once Off-2015**

- Designing HTML website
- Design flyers, posters, newspaper advertisements and facebook banner
  - Using Adobe Photoshop and Indesign

### **Whitcoulls Johnsonville-Salesperson -2013-2015**

- Use of a point of sale
- Cash handling
- Stock searching use a database
- Personally selling specific products
- Implementing head office actions
  - Price Changes
  - Product returns
  - Promotion set up and take down
- Cleaning

## Education

- **Victoria University of Wellington** (2016-Present)

Bachelor of Commerce- Marketing & Management

- **Victoria University of Wellington** (2015)

Bachelor of Science- Chemistry

- **Red Cross**

First Aid Certificate (2013-2015)

- **Onslow College** (2010-2014)

NCEA Level 1,2,3

## Other Skills



HTML



PHP



Javascript



Lightroom



Photoshop



Indesign



Excel



Powerpoint



Word

