

Danielle Alexander

PHONE 07985 257 226

EMAIL pennoir@hotmail.co.uk

Bright, determined and hardworking with a wealth of customer service experience. My degree in Illustration and love of the creative arts means I am naturally able to give great attention to the finer details in my work. Higher education also taught me how to balance more than one project at a time and multi-task effectively, making me very adaptable.

Working with the public, particularly at Lush, means I can quickly build relationships with people; identify their needs and find solutions. Treating people like individuals is important to me, as is being able to reach out and ask my co-workers for help or offer my own advice when asked.

I can stay positive in stressful situations due to working high pressure jobs; Christmas in retail and busy bars. Making time to help out other people is second nature and I go above and beyond to ensure work is completed; staying later at MR electrical; helping others when I finish my own tasks at Lush.

I am a thorough planner and love learning whilst embracing new experiences. Looking for my next step, I am keen to put these skills into a team leader position and take on more responsibilities.

Education

- **2009-2013 FALMOUTH UNIVERSITY**
BA (Hons) Illustration
- **2008-2009 UNIVERSITY OF WALES INSTITUTE CARDIFF**
Art Foundation Diploma
- **1994 - 2008 PORTSMOUTH GRAMMAR SCHOOL**
3 A-levels Grade A in Art, English and Drama
8 GCSEs Grades A* - B

Skills & Experience

Photoshop *****
InDesign *****
Illustrator **
Autocad ***
Pen,Pencil,Paint *****

FALPHABET 2012

WWW.FALPHABET.TUMBLR.COM

Organised a fundraising exhibition at University for 25 of my peers. Liased with local business owners; researched and ordered materials; set up exhibition with a small team; dealt with cash; advertised event; organised printing, hanging and packaging of artworks.

ALICE'S ADVENTURES UNDERGROUND 2015

ART ASSISTANT

Assited on an immersive production at The Vaults in London under Art Director Rhiannon-Newman Brown. I worked alone and in small teams set dressing to the art director's specifications; attention to detail with painting and prep work on large areas of the set that the audience would be interacting with; travelling to and from London on my own arrangements.

Employment History

LUSH COSMETICS - JUNE 2016/ PRESENT DAY

SALES ASSISTANT

- Building relationships with customers to give 5* customer service and a memorable experience in-store.
- Link selling products whilst bulding core values of the company and making sure to take on board the customer's needs and expectations so each consultation is personal.
- Working to meet store's daily and monthly targets.
- Helping to train new staff on a wide range of products, ingredients and their uses.
- Assisting with visual merchandising when launching new product ranges and changing window displays.

LINKS OF LONDON - APRIL 2016/JUNE 2016

SALES ASSISTANT

- Selling luxury and high priced, quality jewellery.
- Upselling and meeting personal targets for sales and data collection.

NOVEMBER 2015/ APRIL 2016 - I went travelling through South East Asia and Australia.

- I booked my own flights, transfers and accomodation whilst on the move, having researched the best apps, prices and companies through the internet.
- Planned and stuck to a budget; working out currency conversions and keeping to a timetable of dates effectively.
- Learnt basic phrases in a few languages and again thoroughly researched the visas I needed and their requirements.

MR ELECTRICAL - AUGUST 2014/NOVEMBER 2015

AUTOCAD DESIGN APPRENTICE

- Designing electrical layouts to client and senior designer's specifications.
- Prioritising jobs as new work came into the design department and working within a small team to ensure projects were completed on time.
- Adhering to current industry safety standards with designs and on sites when checking electrical components had been correctly placed by electricians according to drawings.
- Completing office admin tasks such as photocopying, archiving files, making deliveries and answering phones.

101 REYKJAVIK - FEBRUARY 2014/AUGUST 2014

COOK/FRONT OF HOUSE

- Training new staff, opening/closing duties and keeping to strict health and safety procdures.
- Creating new menu items, ordering supplies for the kitchen and responsible service of alcohol.

PORTSMOUTH CITY COUNCIL - SEPTEMBER 2013/NOVEMBER2013

(TEMP)ELECTION SERVICES ASSISTANT

- Working with data protected and sensitive information.
- Office administration tasks such as photocopying, sending out post, dealing with incoming post.

References

AVAILABLE ON REQUEST.