

Patrice Nolan

Front desk Receptionist

162 Newtownlawns Mullingar

patrice85_9@live.com

+353 89 238 3570

An outgoing, sociable and well-presented with nearly 3 years as Front desk Receptionist plus Retail Sales Assistant with 10 years' or more experience in retail sector, also I have 9 months experience in healthcare packaging. Attention to detail has encouraged positive relationships with managers, colleagues.

Willing to relocate: Anywhere

Work Experience

Front Desk Receptionist

BHP - Dublin, County Dublin

May 2020 to Present

- . Applying to Emails
- . Making phone calls and receiving calls
- . Emailing Statements
- . Transferring calls
- . Issuing letters to clients
- . Issuing statements to clients
- . Organising meetings
- . Organising cheques from clients

Sales Assistant

Bookstation - Tullamore, County Offaly

October 2019 to March 2020

Serving customers

Stocktake

Doing delivery's

Keeping the store tidy

General Operative

BEMIS - Clara, County Offaly

March 2019 to November 2019

Health care packaging

On the line packing needles

printing

staging

pallets

Retail Sales Assistant

Pep&Co/dealz - Mullingar, County Westmeath

March 2018 to January 2019

- .Responsible that delivery is done on time
- .Dealing with customers assisting them with any help that they would need
- Merchandise throughout the day

Retail Sales Assistant

6TH Sense - Athlone, County Westmeath
2017 to 2017

Duties:

- Responsible for Opening/Closing procedures, cash drawer, stock and overall store appearance.
- Provided courteous and knowledgeable customer service in every area of the store.
- Ensured correct placement of merchandise throughout the day.
- Assisted customers in making purchases and coordinated outfits.
- Completed all cleaning, stocking and organizing tasks in sales area.
- Balanced the cash register; administered bookkeeping at the end of each day and handled bank deposits and change withdrawals.

Retail Sales Assistant

Heaton's - Tullamore, County Offaly
2014 to 2017

Duties:

- Organized stock transfers.
- Organized racks and shelves to maintain the visual appeal of the store.
- Stock management and auditing.
- Processed cash and card transactions.
- Handled all customer concerns in a proactive and positive manner.

Retail Sales Assistant

Penney's, Fairgreen - Mullingar, County Westmeath
2009 to 2011

Duties:

- Maintained the visual appearance of the storefront window by dressing the mannequins with the latest fashions.
- Handled all customer concerns in a proactive and positive manner.
- Stock management and auditing.
- Processed cash and card transactions.

Junior Hairdresser

Profile hair design - Mullingar, County Westmeath
2008 to 2009

Duties:

- Scheduled client appointments; maintained knowledge of all services, products and prices.
- Offered clients beverages and provided excellent customer service to all.
- Assisted hairdressers by washing and rinsing treatments from hair.
- Maintained safety standards and cleanliness of the salon at all times.

Receptionist

Susie's Salon

2007 to 2008

Duties:

- Responsible for Opening/Closing procedures, cash drawer, stock and overall salon appearance.
- Scheduled client appointments; maintain knowledge of all services, products and prices.

Retail Sales Assistant

Minx's-Jean Junction, Harbour Place - Mullingar, County Westmeath

2006 to 2007

Duties:

- Assisted customers in making purchases and coordinated outfits.
- Stock management and auditing.
- Produced designs and displays for the store windows to promote the store's merchandise.

Education

Leaving Certificate in Retail Management

IPA College - Dublin, County Dublin

2016 to 2017

Fas Centre Garry castle - Athlone, County Westmeath

2008 to 2009

Fas Centre - Athlone, County Westmeath

2006 to 2007

St. Joseph's Secondary School - Droichead Chaisleán Loiste, County Westmeath

1998 to 2003

Convent of Mercy Primary School - Droichead Chaisleán Loiste, County Westmeath

1990 to 1998

Skills

- Microsoft Word
- Microsoft Excel
- Windows
- Microsoft Word
- Typing
- Microsoft Outlook

Languages

- English - Fluent

Additional Information

Key Skills

- Good eye for merchandising displays and promotions.
- Manual handling certificate.
- Motivated and driven to achieve goals and targets.
- Friendly, approachable and trustworthy.
- 'Can do' attitude with emphasis on customer satisfaction.
- Good eye for merchandising displays and promotions.
- Confident and competent with checkout hardware and transaction completion.