

# YEDIDYA EYALA

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## PROFESSIONAL SUMMARY

A highly motivated and trustworthy team player with excellent leadership, communication and organisational skills gained from working in a number of customers facing roles. I possess an exceptional eye to detail and a natural ability to work effectively under pressure. I also understand the importance of creating a professional impression in front of colleagues and customers from various backgrounds. Eager to obtain a position in an organisation where my acquired knowledge and skills would be utilised, and I can develop further and progress within the organisation.

## WORK HISTORY

**Stock Management**, 08/2022 - 11/2023

**Clarks Retailer: Westfield**

- Working in a team to keep stock organised and unpack large amounts of deliveries
- Good camaraderie with different teams/branches through healthy communication
- Utilising logistical skills to ensure and use spacing of the shelves in stock
- Dedicating time and strength to placing boxes in the correct space based on prefix (alphabetical order)
- Keeping updated inventories for reliable stock management.

**Brand Ambassador**, 10/2021 - 03/2022

**IBA Global**

- Marketing products
- Networking and upskilling, by learning from others in other branches
- Worked flexibly to meet demands of changing campaigns.
- Building customer relationships, using interpersonal skills and natural charisma to engage in conversation.
- Retained industry and service knowledge to provide helpful, informative guidance.

**Banquet Waiter**, 08/2021 - 06/2022    **Evolve Hospitality**

- Organising stock for tea and refreshments
- Being responsive and attending to clients needs
- Performing maintenance on coffee machines
- Cleaned, sanitised and organised food storage racks and bins, maintaining exceptional hygiene standards.
- Served high volumes of guests in fast-paced service environments with exceptional customer care.
- Resolved guest complaints promptly and professionally, notifying restaurant management of concerns.

**Producer/Editor**, 09/2019 - 10/2019    **BT Sport: TAKEOVER Project**

- Fulfilling research covering different topics
- Serving drinks and fetching equipment
- Watching and learning from different roles in the workplace
- Graphic designing
- Sharing ideas and speaking in front of others
- Use innovation to put together VT's
- Meeting the standards of the company, as a representative of my college
- Fostered collaborative and results-oriented work environment, overseeing production teams

## **Secretarial Work, 06/2017 - 06/2017 Newham Borough Council: Beckton Community Centre**

- Most of my day followed with completing documents, saying who requested venues and for what activity
- Ensuring the venue was set up correctly and catered towards what the client's demands
- I had to help the neighbouring school by lending them equipment and ensuring it was in good condition
- As I was working, I had to aid clients with whatever they asked
- Typed and edited documents and presentations for the manager.
- Acted as main contact for staff and clients.

### **SKILLS**

- |                                 |                        |
|---------------------------------|------------------------|
| • Public Relations              | • Takes Initiative     |
| • Communication Skills          | • Strong Work Ethic    |
| • Time Management               | • Willingness to Learn |
| • Excellent Organisation        | • Socially Adept       |
| • Ability to Follow Instruction | • Adaptable to Tasks   |

### **EDUCATION**

#### **GCSEs - 09/2013 - 06/2018**

##### **Kingsford Community School - United Kingdom**

- |                        |                       |
|------------------------|-----------------------|
| • English Language 4   | • French 7            |
| • English Literature 4 | • Business Studies C  |
| • Maths 4              | • ICT B               |
| • Combined Science 5-6 | • Religious Studies C |

#### **Vocational,**

##### **Newham Sixth Form College (Newvic) - United Kingdom**

##### **Creative Media Level 3 - 09/2018 - 06/2020**

- Graduated with MERIT

#### **Diplomas,**

##### **JustIT | Tech Apprenticeships, Training & Recruitments - United Kingdom**

- Digital & IT Skills Bootcamp Level 2 05/2024 - 06/2024
- Software Development Bootcamp Level 3 06/2024 - 09/2024

### **INTERESTS**

- |                         |               |
|-------------------------|---------------|
| • Graphic Novels/Comics | • Basketball  |
| • Fitness               | • Mindfulness |
| • Martial Arts          | • Movies      |
| • Foodie                | • Video Games |

### **REFERENCES**

References available upon request.