


PERSONAL INFORMATION

Naomi Genovese



 57, Dewdrops, Triq I- Spnott, XJR 1021 Xghajra (Malta)

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Sex Female | Date of birth 27/10/1998 | Nationality Maltese

WORK EXPERIENCE

2013–2017

Sales Representative

FJ Collection, Qormi (Malta)

Selling clothing goods to customers of all ages, with the aim of encouraging them to buy and return in the near future. Operate cash registers and accept payments and also controlling and managing stock.

25/10/2017–Present

Sales Representative

The Atrium, Mriehel (Malta)

Selling all types of furniture to our clientele while also dealing with customers queries both online and in person. Issuing quotations and finalising orders and making sure to achieve client satisfaction throughout the whole shopping experience. Taking care of the visual merchandising once every 2 months when new shipment comes in. I have been scheduled in 3 out of a total of 4 different levels of this establishment and I learned to adapt very well to any condition because on each level they operate in a different manner. I also used to take care of pricing and up keeping of the products on each floor and always made sure that everything is in the correct order and I also choose the stock which will be featured on our social media platforms.

EDUCATION AND TRAINING

23/09/2009–31/05/2014

School Leaving Certificate

EQF level 3

St. Monica School, Gzira (Malta)

Achieved 6 O-levels along with the following grades

- Maltese - 4
- English Language - 4
- English Literature - 4
- Biology - 4
- Italian - 3
- Mathematics - 4
- ECDL
- A pass in an individual musical theater exam awarded by the Trinity college of London and a distinction in another musical theater exam awarded by LAMDA

01/10/2017–Present

Advanced Matriculation Level

EQF level 5

Giovanni Curmi Higher Secondary School, Naxxar (Malta)

Achieved the first two subjects at A-level standard and the following two at Intermediate level

- Maltese
- English
- Environmental Science

- Italian

PERSONAL SKILLS

Mother tongue(s) Maltese

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Italian	C1	C1	B2	B1	B1

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills

- Good communication skills gained through selling various items to a wide range of clientele, while also speaking in a very polite, respectful and politically correct way to ensure that the clients experience is an optimal one.
- Valuing and responding positively to constructive criticism in order to make your service the best it can be.
- Communicating and providing help and respect towards colleagues to ensure smooth sailing within the company and also working together towards achieving a mutual goal.

Organisational / managerial skills

- Good organisational skills gained through making sure that the shipments are set to arrive on time and contacting clients for collection or to settle appointments for deliveries.
- Providing training to new employees when need be.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Basic user	Basic user	Independent user

Digital skills - Self-assessment grid

ECDL

- Good command of Office Suite (word processing, spread sheet and presentation software)

Other skills

- First Aid
- Touch Typing

Driving licence B