

ANNA WOMACK

CONTACT

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Preston, Lancashire

DOCUMENTS

FULL CLEAN MANUAL DRIVING LICENCE

ENHANCED DBS

EDUCATION

Mathematics GCSE

Academy@Worden

2015-2016

Grade - B

English Language GCSE

Academy@Worden

2015-2016

Grade - A

Performing Arts BTEC

Jelli Studios

2017-2018

Grade - PASS

Level 4 Professional Floristry & Floral Design

**Myerscough College &
Edge Hill University**

2021-2024

Grade - PASS

Level 2 Hairdressing

Preston's College

2020-2021

Grade - MERIT

ABOUT ME

Creativity is one of my main strengths in any setting, I will always bring ideas to a table and work well within a team to achieve a goal. I can also use my own initiative to complete tasks without being instructed. As a mum of two, organisational skills is something I have in abundance, as well as good leadership skills. Face to face communication with customers is something I will not shy away from and I believe that I would be a good representative for any business. My strongest strength is passion, once I become a part of something, I will eat, sleep and breathe it.

WORK EXPERIENCE

Project Manager

Lancashire Florals & Events Ltd 2021-2024

- Within my day to day role, I was responsible for client onboarding, alongside taking client bookings, and product purchases.
- All ordering of stock, dealing with wholesalers/suppliers. Filing invoices and overseeing financial elements of the business, including pricing.
- Preparing Risk Assessments for on site visits and installations.
- Creative Installations.
- Dealing with any complaints, issues.
- Forming relationships with venues alongside clients.
- Portfolio available to view @Aseriesofevents.co

Freelance Florist

Frog Flowers, Rhapsody Floral Design 2021-2024

- Entering into business' on an adhoc basis, with little to no information on the running of the business or their procedures.
- Preparing sundries for orders.
- Conditioning flowers upon arrival ready to be put in display.
- Gift wrapping products and bouquets for customers.
- Face to Face customer service, alongside using card machines and cash tills.
- Breaking down installations and organising dried flowers and sundries once returned to the warehouse.

Barmaid

Bamber Bridge Football Club 2017-2019

- Face to face communications with customers.
- Stock rotation at end of each shift.
- Taking stock numbers for managers to do orders.
- Dealing with monies, working the till and card machines.
- Creating promotions.

Catering Assistant

Lancashire Football Association 2017-2018

- Running of the Kiosk on match days.
- Overseeing meals for team's post match.
- Working with monies, tills and card machines.
- Totalling up tills and stock at end of shift.
- Assisting Catering Manager with all tasks.
- Independently overseeing elements of the catering on match days.