



Lennette Flanners

Assistant Administrator
Retail assistant

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Languages

English (Fluent)

French (Basic)

About

With over two years at Primark, I excel in customer service, product merchandising, and team collaboration. My adaptability ensures a positive shopping experience for customers, making me a valuable asset to any retail team. I have also done retail with agency in multiple other stores including Nike Town, Uniqolo and more.

BRANDS WORKED WITH

Primark

DAY

Ritchie Street Group Practice

Travelodge

Experience



Night Receptionist

Travelodge | Apr 2023 - Now



Sales Assistant

Primark | Jun 2019 - Dec 2022

Responsibilities:

- Assisting/greeting customers
- Stocking products and merchandise
- Organising displays
- Serving on tills
- Delivering exceptional service
- Helping colleagues on different departments
- Trained new staff so opening and closing would be done with ease

Retail assistant

DAY | May 2019 - Jul 2019

Responsibilities:

- Arranging timetables
- Assisting other care home assistants
- Setting up the daycare
- Counting daily admission funds

administrator

Ritchie Street Group Practice | Jan 2017 - Jun 2017

Responsibilities:

- Interacting with patients
- Organising and filing medical records
- Assisting with administrative work

Agency work, unqualified teaching assistant (2022) Vibe agency and Engage Education.

- Assisted the schools with kids of different key stages
- Helped the older children with specific subject learning ie teaching them how to use the grid method in maths.
- Looked after disabled and special need children, doing one to one with them. One to one was great as it helped the teacher teach the rest of the class and I could support the child with any extra tasks.
- Supported the teacher with presenting and planning work for the class
- Arriving to work early to get the classroom ready for the day.
- Supervising groups.
- Helping to clear away.

Everyman (2022-2023)

- Greeting guests
- Serving food and drinks
- Kitchen porter (cleaning dishes)

Travelodge (2023)

- Checking in guests, making sure they have a comfortable stay

- Admin work
- Cleaning area

Education & Training

2020 - 2023 ● **University of Westminster**

Foundation certificate with Human Nutrition,