



Olivia Gaskin

Clothing Store Owner

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Languages

English

Russian

About

As a proactive owner of a high-street clothing boutique, I've mastered retail skills like customer rapport and sales analysis. With an adaptable nature, strong team collaboration, and experience across multiple product categories, I'm well-equipped for dynamic retail environments.

BRANDS WORKED WITH

Boots

Gaskinz archive

Rosewoods

Experience

● Clothes store owner

Gaskinz archive | Jan 2022 - Now

I own and run a small, high-street clothing store. I have developed excellent skills in managing all business finances including budgets, financial statements and sales analysis. I use Adobe Photoshop to critically edit and finalise photos to add to the website. I work with Google Sheets to create financial forecasts for the present as well as the foreseeable future to ensure the company is financially on track. I work amongst a small team- successfully collaborating ideas to ensure we get the best possible outcome.

● Admin Assistant

Rosewoods | Jun 2023 - Sep 2023

I worked alongside the company's bookkeeper and accountant to manage the construction company's day to day finances. I became efficient using the software, 'Xero' to create and amend existing payroll for the employees of the company. I would check to see whether The employees wages aligned to what was expected from each individual. I made sure creditors were payed in full and on time to ensure no unwanted fees were received.

● Customer Advisor

Boots | Jan 2020 - Jan 2022

As I was working on the shop floor, I built rapport with customers through professional and courteous communication where I would explain the benefits of each product and values of the company to help increase sales. My trusting nature was also acknowledged by my superiors leading to me being entrusted to cash up and access the safe at day's end, demonstrating unwavering reliability and integrity.

Education & Training

2021 - 2023

● Ipswich School

ALevels,

2018 - 2021

● Ipswich School

GCSEs,