



Brandy Mpoyi

Assistant administrative

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Languages

- Spanish
- English
- French


About

As an adaptable Sales Assistant, I've excelled in customer service and sales within diverse high street to premium retail settings. With basic proficiency in Spanish, English, and French, I effectively handle tasks like styling, stock control, and product labelling. My flexibility enhances my performance in dynamic environments.

BRANDS WORKED WITH

- 15BillionEBP - Central
- Career Wise
- Clearminds
- Paradise Restaurant (Romford)

Experience

- Youth Vendor**
 Clearminds | Sep 2023 - Now
 - Responsibilities: Engaged in diverse outreach programs and community events, demonstrated adaptability and resilience in working outdoors across various locations in London. Successfully solicited donations, significantly contributing to funding workshops and community initiatives.
- Sales Assistant**
 Paradise Restaurant (Romford) | Nov 2023 - Dec 2023
 - Responsibilities: Volunteered as a Sales Assistant at Paradise, a Caribbean restaurant in Romford. Actively participated in daily operations, providing exceptional customer service and assisting with sales transactions. Collaborated with the restaurant team to create a welcoming atmosphere for patrons. Demonstrated a commitment to the community by volunteering time and contributing to the success of the restaurant during the holiday season.
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Youth Vendor
 Career Wise | Jun 2023 - Aug 2023
 - Responsibilities: Developed public speaking skills through participation in outreach programs and events. Contributed to enhancing the organisation's online presence through content creation for social media platforms.
- Administrative Assistant**
 15BillionEBP - Central | Feb 2022
 - Responsibilities: Demonstrated proficiency in data entry and document organisation, actively contributed to software development tasks, and provided exemplary customer service through efficient phone handling.

Education & Training

- CUMBERLAND COMMUNITY SCHOOL**
 GCSEs (Completed),,
- City of Westminster Paddington**
 T-Level Digital Production and Design (Current),,