



Katie Allan

Retail Assistant

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Languages

English (Native)

About

Experienced retail shop assistant with a focus on customer service and stock replenishment at Sidemen Clothing. Skilled in engaging diverse clientele and maintaining store standards. Seeking temporary retail roles to expand my skills.

BRANDS WORKED WITH

Sidemen Clothing Bluewater Store

McGill Partners Limited

International House

Welling Library

Blackfen School for Girls

Experience

● Retail Assistant

Sidemen Clothing Bluewater Store | Dec 2023 - Mar 2024

Key responsibilities:

- Serving customers
- Replenishing stock

● Trainee Associate Broker

McGill Partners Limited | Jul 2023 - Jul 2023

- Examined risk management in different fundamental sectors
- B2B/B2C meetings
- Responding to inquiries about services and claims under supervision

● IELTS Invigilator

International House | Oct 2022 - Mar 2023

Key responsibilities:

- Invigilating and supervising candidates sitting for IELTS examinations
- Upholding exam security protocols

● Library Assistant

Welling Library | Jul 2022 - Sep 2022

Summer Reading Challenge Volunteer, Welling, July-September 2022

Key responsibilities:

- Encouraging children and young people to join and complete the Summer Reading Challenge
- Interacting with children to boost engagement
- Assisting with associated promotional events



● Blackfen School for Girls | Jul 2021 - Jul 2021

Design, Engineering, and Construction Award, July-July 2021

Key responsibilities:

- Designing a house considering sustainability and convenience for anyone despite their age, gender, disability
- Creating a digital portfolio and presenting ideas

Education & Training

2022 - 2024 ● Chislehurst and Sidcup Grammar School

History, Economics, Music Technology,

2017 - 2022 ● Blackfen School for Girls

GCSEs,,

