



Tianna Shortte

Student

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Languages

English

German (Basic)

About

With a background in administration and customer service, I excel at managing inventory, handling client interactions, and fulfilling online orders. My proactive approach ensures efficient retail operations, making me an adaptable asset to any team.

BRANDS WORKED WITH

Goffs-Churchgate Academy

OBASEKI SOLICITORS

Lisa Botanicals

Experience

● Administration work (Work experience)

OBASEKI SOLICITORS | Apr 2024 - Apr 2024

Book meetings on outlook Worked on data protection Published events on eventbrite Creating social media content on Canva Answered calls from client



● Sociology intervention helper (Volunteer)

Goffs-Churchgate Academy | Nov 2023 - Jan 2024

Helping younger children with sociology homework Creating activities for students to engage in during interventions Communicating with teachers on curriculum activities and structures



● Administrative Assistant (Work)

Lisa Botanicals | Jun 2022 - Jun 2022

Made flyers for advertisement Completed product inventory and recorded using excel Gathered customer reviews and updated website Organised online orders to monitor stock and inventory