



Kayleigh Michelle Quishpe

Management Assistant

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Languages

English

About

I am an experienced Sales Associate with a background in luxury retail, skilled in providing personalised customer service and achieving sales targets. My adaptability and strong communication skills ensure exceptional shopping experiences in dynamic environments.

BRANDS WORKED WITH

ACAI Group

KINGS CHELSEA ESTATE

Susan Metcalfe Residential

Experience



● Office Management Assistant

ACAI Group | Jul 2023 - Oct 2023

As an Office Management Assistant at ACAI Group, I played a pivotal role in ensuring the smooth operation of daily office functions. My responsibilities included managing administrative tasks such as scheduling meetings, coordinating office supplies, and handling correspondence. I efficiently organised and maintained records, ensuring compliance with company policies and data protection regulations. Additionally, I supported the HR department with onboarding new employees and facilitated communication between different departments. My role required a high level of organisation, attention to detail, and the ability to multitask effectively in a fast paced environment. Through my proactive approach and excellent interpersonal skills, I contributed to a productive and positive office atmosphere.



● Retail Sales Associate

Four Seasons Recruitment | Jun 2022 - Oct 2022

During my tenure at Four Seasons Recruitment, a luxury retail agency, I had the opportunity to work in various high-end luxury stores, providing personalised, one-on-one service to discerning customers. This role significantly enhanced my sales skills as I learned to tailor my approach to meet the unique needs and preferences of each client. I developed a deep understanding of luxury products, honed my ability to build strong customer relationships, and consistently achieved sales targets. My experience in this role has equipped me with exceptional communication and interpersonal skills, enabling me to deliver an unparalleled shopping experience and drive customer satisfaction.

● Work

KINGS CHELSEA ESTATE | Aug 2020

Furthermore, I was able to find a temporary position at Kings Chelsea Estates, handling petty cash. This involved strong mathematical skills, attention to detail, knowledge of cash handling procedures and advanced Excel skill. From this experience, I am confident in saying that I have developed a much more precise and attentive focused eye towards my given tasks.



● Work

Susan Metcalfe Residential | Aug 2019

I helped at the Susan Metcalfe residential in London, a 2019 Gold winning British property award estate agency. During my time at Susan Metcalfe, I gained experience in creating strong client relations. My role involved showing clients available accommodation that met their needs and wants. Despite being put outside of my comfort zone, when reflecting retrospectively, I can say I grew professionally and developed stronger interpersonal, written and verbal communication skills. All of which are valuable skills that will help me achieve my goals in my university.

Education & Training

- **University of East Anglia**
B.A. in Art History, Archaeology and Anthropology,