

Kitty Jarvis

Retail Assistant

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Languages

English

About

A hard-working individual with strong communicative and teamwork skills, with significant experience within the retail sector, able to approach all situations with a high level of confidence and care. Equipped with a strong work ethic and ready to contribute to a team.

BRANDS WORKED WITH

- Apex Steel Structures
- Marks and Spencer
- WHSmith

Experience



Retail assistant

WHSmith | Mar 2023 - Aug 2023

- Ran the store by myself, including opening and closing the store, serving customers, taking in deliveries, managing cash and problem-solving situations within the store management and customers
- Required to effectively manage time, as the job required to complete a set of tasks every shift, whilst serving all the store's customer Skills developed: time management, communication skills, commercial awareness



Retail assistant

Marks and Spencer | Feb 2022 - Jan 2023

- Responsible for building and maintaining positive customer relationships
- Required to closely collaborate with a large team of employees to create a positive customer experience and manage my time effectively alongside studying for A-levels Skills developed: confidence working with the public, relationship building, working within a large team effectively

Summer internship in Accounting and Admin department

Apex Steel Structures | Mar 2019 - May 2023

- Responsible for taking care of company's finances including calculating payroll for employees, conducting routine and annual audits and preparing tax returns Skills developed: Efficient Microsoft Excel use, speed and accuracy of data entry and report production, collaboration and teamwork in problem solving situations

Education & Training

2022 - 2025

Greenwich University of London

Bachelor of Science,