



Jurate Bundulaite

Store Assistant

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Languages

English

Lithuanian

About

I am a motivated, hardworking individual with a positive attitude. Have good knowledge, practical skills and experience in various tasks. Most importantly, the ability to plan, organise and prioritise tasks ahead for effective time management. Along with outstanding productivity and quality of work with minimum supervision. I am happy to work individually and in a team if needed. Now seeking new opportunities to use my current skills and expertise.

BRANDS WORKED WITH

- ALDI STORES LTD
- G J Templeman Solicitors
- Glenlo Abbey Hotel & Estate
- Marks & Spencer
- Maxima LT
- Palanga Life Balance Spa

Experience



● Store Assistant

Maxima LT | Mar 2022 - Mar 2023

- Processed financial transactions at the till point.
- Dealt with customer queries and complaints.
- Filled and stocked shelves.
- Carried stock rotation and ensured product quality and freshness.
- Ensured general store cleanliness and followed health and safety standards.

● Hotel Receptionist

Palanga Life Balance Spa | Oct 2021 - Feb 2022

- Welcomed and greeted guests with a warm and positive attitude.
- Answered and directed incoming calls to relevant departments.
- Informed guests of hotel rates and services.
- Arranged, made and confirmed reservations for guests.
- Registered, checked in and checked out guests.
- Maintained clear and accurate records of guest room bookings.
- Prepared all guest bills and invoices accurately.
- Listened and responded to guest queries and requests in person and by phone.
- Provided accurate information about local attractions and services.
- Liaised with necessary staff, including housekeeping and maintenance, to resolve any guest complaints.
- Completed and maintained any daily activity reports or other reports requested by management.



● Accommodation Assistant

Glenlo Abbey Hotel & Estate | Dec 2020 - Sep 2021

attention to detail.

● Store Assistant

ALDI STORES LTD | May 2019 - Nov 2020

- Processed financial transactions at the till point.
- Dealt with customer queries and complaints.
- Filled and stocked shelves, carried stock rotation, and ensured product quality and freshness.
- Ensured general store cleanliness.

● Conveyancing Assistant- Legal Secretary

G J Templeman Solicitors | Jul 2017 - Nov 2017

- Ensured the priorities of the secretarial workload of the department were met.
- Production of files and documents by typing dictated work as instructed.
- Maintained and monitored files through an effective file management system.

- Dealt with file-related queries either face-to-face or by telephone.
- Ensured that assisted clients efficiently and politely.
- Raised appropriate legal matters with the Conveyancer.
- Answered internal telephone calls efficiently and politely and took messages.
- Dealt with correspondence by fax machine, did photocopying to manage work allocation.



- **Customer Service Desk Assistant and Menswear Department Sales Assistant**

Marks & Spencer | Nov 2013 - Oct 2015

- Processed cash-related transactions.
- Assisted and dealt with customer queries and complaints, both in-store and by phone, related to orders, reservations, refunds, and exchanges

Education & Training

2013 - 2016 ● **Royal Holloway, University of London**

Bachelor of Science,

2011 - 2013 ● **New College Stamford**

A-levels;

1993 - 2005 ● **Baltija Secondary School**

High School Diploma,