

Tatum O'keeffe

Assistant

[View profile on Dweet](#)

Languages

English

About

I am a proactive and responsible outgoing individual, who enjoys solving problems by analysing any situation and devising creative solutions. A strong communicator with a passion for customer satisfaction, evidenced in my role at John Lewis. Detail oriented and adaptable, capable of completing any task to a high standard.

BRANDS WORKED WITH

John Lewis

Kumon

Ozzi's Burrito Shack

Experience



● SELLING ASSISTANT

John Lewis | Oct 2022 - Jan 2023

- Cashier, responsible for sales and returns (in store and online), taking/issuing both cash and card payments/refunds and cashing up.
- Customer assistance across various departments, including linens, kitchenware, china and glass, and menswear.
- Provided advice and assistance to customers relating to size, colour, suitability and quality.
- Managing fitting rooms and ensuring the area remains clear of any obstructions.
- Responsible for recovery of the shop floor to ensure the area remains presentable.
- Contracted as a temporary Christmas employee to help over the busy period.



● TEAM MEMBER

Ozzi's Burrito Shack | Mar 2022 - Jul 2022

- Preparing customisable menu items to a high standard.
- Taking on managerial responsibilities, including leading closing shifts, responsible for ensuring the store is ready for the following day.
- Working in a fast-paced environment, serving up to 150 customers per day.
- Completing both in-store and online orders.
- Maintaining a clean dining area, restroom, and work station by routinely sweeping, mopping and disposing of garbage.
- Closing the store and ensuring everything is prepared for the next day.
- Completed Food Allergies and Intolerances training.

● ASSISTANT

Kumon | May 2021 - Oct 2022

- Responsible for aiding younger children with their Maths and English studies.
- Updating required logs and student documentation.
- Providing creative solutions to help younger children think autonomously.
- Ensuring all student work is accurately recorded.
- Preparing the learning environment for the session and ensuring everything is put back in order at the end of each session.

Education & Training

2023 - 2023

● City University

DEGREE,,

2021 - 2023

● Woodhouse College

A-LEVELS,,

2016 - 2021 ● The Henrietta Barnett School
11(GCSES),,