



Funmilola Dorcas

Open To Work

Great Britain, United Kingdom

[Portfolio file](#)

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Languages

English (Fluent)

About

As a recent graduate of Media and Communications BA at The University of Leicester graduate. I am excited to launch my career in Broadcast Journalism and as a News Journalist, reporter or any other trainee and junior roles. Your Spread The Word opening advertised is an excellent match to my qualifications recently.

Whilst studying at University of Leicester, I gained experience as a:

- Digital Production Journalist at DICE, interviewed CEO Bushra Ali for News and Feature articles. .

In both classroom and work settings, I earned a reputation as dedication in journalist with a passion for accurately covering important issues and events grew. It engaged me as a readers and the help fuels positive change.

Extremely organised with a keen eye for detail.

Monitor quality and data input of all relevant resources escalate to senior Operations role when required.

Competent with budgets, spreadsheets and reporting.

Strong written and spoken communications skills. Build relationships with key stakeholders across the department to provide payment solutions. Maintain and update expenditure trackers in line with monthly budget.

Excellent time management and ability to work to strict deadlines.

Ability to listen carefully and ask the right questions.

Ability to work comfortable with figures absorb lots of information, and willing to learn and take responsibility. Be responsible for raising Purchase Orders and credit cats purchases for all team across ASOS studios and dealing with any inquires.

These are a few of the skills learnt over the year. These job skills equip with feedback were vital for workforce growth.

It is an honour to report for you and work with alongside a team of writers and editors. Publishing and promoting content on social media and delivering on multiple platforms through digital delivery.

Successfully completion of degree BA Media and Communications at the University of Leicester (includes Writing for PR and Journalism studies).

If possible, I would do the tea's and get to know some names.

Request for an informational interview if available.

BRANDS WORKED WITH

Harrods

Career Break

Off to Work

Matalan

Capital South

Experience

Customer Service Specialist

Harrods | Jun 2022 - Jul 2022

Harrods Headquarters

Harrods | Jun 2022 - Jul 2022



Transaction Services Specialist

Elite Associates | Jun 2022 - Jul 2022

HArrods Stores



- **Health and well-being**

Career Break | Dec 2021 - Dec 2021

Spaces Let's Talk is a movement for capacity-building: Events management company Ltd within our community and culture. Spaces Let's Talk is relevant. Proudly sponsors our first event and provides community and cultural deliberations.



- **Project Specialist**

Off to Work | Sep 2021 - Nov 2021

- **Operational Specialist**

Harrods | Jun 2021 - Nov 2022



- **Elites Associates Harrods Superbrands**

Elite Associates | Mar 2021 - Feb 2022

- Issey Miyake Ladieswear
 - Loewe RTW
 - Louis Vuitton Menswear
 - Prada Menswear
 - Ermenegildo Zegna
 - Chanel RTW
 - Dior Menswear
 - Balenciaga Menswear
 - Amiri Fashion Lab
- Providing exceptional customer service.
 - Working in a fast-paced environment.
 - Demonstrated exceptional-product knowledge and building quality customer relationships to achieve business goals, whilst being an ambassador for the Harrods brand.
 - Working with KPI's.
 - Operational task carried out including deliveries, transfers, restock and replenishment.



- **Sales Assistant**

Matalan | Jan 2017 - Dec 2018

- **Volunteer Staff**

Capital South | Jun 2014 - Jul 2014

Education & Training

2017 - 2020

- **University of Leicester**

Bachelor's degree,