



# Emma Bogue

With a passion for customer service and a love for fashion, I am a confident individual who thrives in retail.

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## Languages

English

## About

I've honed my customer service and sales skills in dynamic retail settings like The Village Café and Hamilton's Spar, excelling in transaction handling and adapting to various schedules. My commitment to creating a positive shopping experience makes me an ideal candidate for temporary retail roles. Working as a classroom assistant with St Kevin's College for one year, I have built on my communication skills and have excellent time management.

### BRANDS WORKED WITH

- Hamilton's Spar
- Saint Kevin's College
- The Village Café

## Experience



### ● Barista

The Village Café | Jun 2023 - Sep 2023

- Greeted customers in a friendly and approachable manner
- Took orders from the till and managed customer transactions, including using the contactless card machine
- Operated the coffee machine to grind and brew a range of hot and cold drinks
- Maintained a clean and hygienic work environment as well as taking into account of health and safety guidelines
- Worked around the clock from early mornings to late evenings
- Communicated effectively with my co workers to ensure tasks were completed on time
- Showed confidence with serving food and drinks to customers in the cafe

### ● Classroom Assistant

Saint Kevin's College | Sep 2022 - Jul 2023

- Assisted teachers with lessons; ie, preparing classwork, handing out supplies, cleaning up after lessons
- Aided students with their reading and writing skills
- Provided care and emotional support to students in need
- Developed my communication skills and learnt the importance of staying organised under pressure

### ● Sales Assistant

Hamilton's Spar | Mar 2021 - May 2022

- Handled stock and helped assist with store deliveries
- Greeted and assisted customers in an approachable and friendly manner
- Worked around the clock and managed time keeping in order to arrive at work punctually
- Took into consideration the stores hygiene precautions regarding COVID 19
- Learnt to cooperate with co workers; ie, discussing tasks needed to be completed, helping each other and sharing skills
- Managed customer transactions and developed confidence behind the till

## Education & Training

2020 - 2024

### ● St. Kevin's College

A-Level or equivalent in Sociology,

- 2020 - 2024 ● **St Kevins collage**  
A-Level or equivalent in Music,
- 2020 - 2024 ● **St Kevins collage**  
A-Level or equivalent in Performing Arts,
- 2018 - 2020 ● **St. Kevin's College**  
GCSE or equivalent in English Language,
- 2018 - 2020 ● **St Kevins collage**  
GCSE or equivalent in Science,
- 2018 - 2020 ● **St Kevins collage**  
GCSE or equivalent in Math,
- 2018 - 2020 ● **St. Kevin's College**  
GCSE or equivalent in English Literature,
- 2018 - 2020 ● **St Kevins collage**  
GCSE or equivalent in Sociology,
- 2018 - 2020 ● **St. Kevin's College**  
GCSE or equivalent in Art and Design,
- 2018 - 2020 ● **St. Kevin's College**  
GCSE or equivalent in Religion,
- 2018 - 2020 ● **St Kevins collage**  
GCSE or equivalent in Performing Arts,