

Kate QJumpers

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OBJECTIVE

I currently work as an assistant manager at an electronics store but am looking to move into a full management role in the electronics retail industry.

PERSONAL STATEMENT

I am passionate about keeping up to date with the latest technologies coming on to the market and am dedicated to working in the electronics retail industry.

WORK HISTORY

Electric AI's

Auckland
June 2015-present

Assistant manager

- Hired, trained and oversaw a team of five staff
- Planned and implemented advertising campaigns and branding strategies
- Created and managed a social media presence, which saw a 25% increase in visits to Electric AI's website.

FonesRus

Auckland
April 2012-May 2015

Sales representative

- Customer service and sales
- Cash handling
- Oversaw a major contract to provide mobile phones to a nationwide media company.

Supermarket City

Wellington
February 2010-March 2012

Delicatessen assistant

- Created store displays
 - Developed excellent customer service skills
 - Became proficient at stock management.
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QUALIFICATIONS

Victoria University of Wellington

Wellington
2009-2011

Bachelor of Commerce

Major: Marketing
Minor: Accounting

Wellington High School

Wellington
2004-2008

NCEA Level 3

TECHNICAL SKILLS

- Full driver's licence
- Xero accounting software
- EFTPOS and point-of-sale systems

PERSONAL SKILLS

- Communication – in my role at Electric Al's I regularly interact with customers to find the best product for them.
 - Team management – at Electric Al's I lead a team of five. Since I started as assistant manager our sales have increased 20% in the last three years.
 - Self-management – in my roles at Electric Al's and FonesRus I was trusted to work independently and regularly exceeded sales targets.
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COMMUNITY AND VOLUNTEER EXPERIENCE

SPCA

Auckland
March 2013-present

Fundraising volunteer

- Assist in the planning of SPCA's annual fundraising campaign.

Auckland Young Professionals (AYP)

Auckland
October 2017-present

Committee member

- Assist in the planning and running of AYP's bimonthly networking events.
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ACHIEVEMENTS

- Electric Al's Employee of the Year 2017
 - SPCA Volunteer's Award 2015
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INTERESTS

I am a very active person and enjoy swimming, playing football and running in my spare time. I am currently in training for my first half-marathon.

REFEREES

Jan Claremont

Manager
Electric Al's
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Rick Wylde

Owner
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