

ANN E. BODY

4 The Street, London, E11 4AB.
020 7123 4567 your@email.address

Profile

An experienced sales person with strong selling and customer relation skills and proven organisational and managerial abilities.

Employment History

September 2001 – present **Assistant Manager** Bodwin Office Supplies, Wimbledon

- Responsible for supervising 3 members of staff, including staff rota, holidays, sickness.
- Communicating with customers regarding sales enquiries and complaints.
- Maintaining accurate stock records and re-ordering of items of stock.
- Dealing with cash payments and credit transactions.
- Cashing up and banking daily takings.

August 1999 – September 2001 **Sales Assistant** Pasha Fashions, Teddington

- Selling items of ladies clothing to customers.
- Designing and setting up shop floor displays.
- Handling payments made by cash, cheque and credit/debit cards.
- Dealing with customer enquiries.

May 1998 – April 1999 **Part Time Sales Assistant** Bookman Shoes, Richmond

- Selling men's and lady's shoes to customers and dealing with enquiries.
- Handling cash, credit card and cheque payments.

Education & Training

2002 Data-Tec Computer Training Ltd.
Computer Literacy And Information Technology - Stage 2
Microsoft Office User Specialist

1999 St Mary's High School, Richmond
3 A Levels in English Literature, English Language and Art
5 O levels in Physics, English Language, Mathematics, English Literature and Art

Interests and Pastimes

I am interested in computing and am constantly increasing my skills in this area. I enjoy horse riding, badminton and selling at car boot sales.

References

Available on request.