***Aimee Partis***

18 Lime Grove, Earl Shilton, Leicestershire, LE9 7JD.

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A highly motivated and ambitious individual of neat and tidy appearance, who is keen and quick to learn new skills and face new challenges. Superb organisational skills and highly punctual. Task orientated, with a will to complete everything to a high standard in the time allotted either individually or part of a team. Keen to find a role that will make good use of these skills.

**KEY SKILLS AND ABILITIES**

* An organised approach and excellent time management skills
* Ability to work in many different areas of a role, and adapting well to change of situation.
* Equally happy to work as part of a team, or with minimum supervision
* Exceptional computer literacy and good typing skills, with a sound knowledge of Microsoft Office computer systems and programmes, including Photoshop
* A good level of English spelling and grammar
* A high standard of accuracy and attention to detail
* Able to use own initiative but also know when matters need to be referred to a supervisor.
* A friendly personality on the phone or face to face, always of smart appearance
* Keen to develop an interest in the work of the organisation.
* Highly adaptable to new systems when put into effect in the workplace

**EMPLOYMENT DETAILS**

**Asda Hinckley** October 2014- May 2019

**Front End (checkouts etc)**

Main responsibilities:

* Assisting customers in a friendly and helpful way
* Attending self-service machines with knowledge of the machine itself and helping customers use them efficiently
* Operating the kiosk in a professional manner whilst adhering to strict age laws (challenge 25)
* Running the customer service desk; mostly refunds and exchanges. Often dealing with impatient or angry customers in a professional manner. Dealing with complaints in confidence and passing them on to the correct person to deal with it.
* Handling cash quickly but correctly for payments as well as refunds.
* Using the store intranet to log brought back items correctly so they can be dealt with appropriately.

**Photography experience**

Various since graduating including: live music reviewing and photographing, wedding assistant photographer and photography teaching assistant at community college level.

**QUALIFICATIONS AND TRAINING**

University of Wolverhampton

2011-2014

* BA (Hons) Photography 2:2 grade achieved

North Warwickshire & Hinckley College

2009-2011

* National Diploma Art & Design (Photography)

John Cleveland College, Hinckley2009

* **10 GCSE passes, including ICT, English and Maths**
* NVQ Level 1 in Horse Care

**INTERESTS AND ACTIVITIES**

I enjoy a wide variety of sports, live music events, horse riding, travelling and spending time with friends and family. I enjoy linking my passion for photography with my interest in sporting events as well as music. On occasion, I have professionally photographed live music events and festivals around the UK.

**References**

Available on request