

Tab 1

BEE HAGGARTY

Creative
Professional
Practical

Skills

Creative
Problemsolver
Organisation

Experience

Computer literacy

Customer service

Problem solving

Initiative

Organizational

Reliability

Money handling

Supervision

Communication

Design

Eye for detail

Personal Info

DOB: 17/08/1988
Mother tongue: English

Point st,
Raglan, 3225
0204578739
Freeleafstudio@gmail.com

I'm friendly, open minded, reliable, practical and creative. I work well in both a team environment and on my own initiative. I'm driven, have great work ethics and willingness to learn new skills.

Findon flowers / Store assistant and florist : FINDON UK

Working as a florist , creating unique designs with customer specifications and advising on costings and suitability of certain flowers. Handling emotional customers in a calm and professional manner, Care and maintenance of perishable stock, ordering stock, assessing customer needs, visual merchandising of the shop front, cashing up till and banking, customer service, key holding , checking in and ordering through various suppliers, compliance of health and safety standards.

Casesys of baltimore / receptionist : BALTIMORE IE

Meet and greet customers, take payments and bookings, follow up on any enquiries, delegate cleaning rota to housekeeping staff, inform kitchen of any dinner reservations or group bookings and events, design posters and monthly newsletter using mail chip, accounting and filing business receipts, keep any special offers up to date on the website and hotel booking system , check rooms before guests arrive, security of the office and bar .

Home staffing / personal assistant: RAGLAN NZ

Collaborating with the cleaner and gardener, adhering to my proprietor's standards, keeping their calendar up to date and setting reminders for important meetings, taking phone calls , responding to emails, meal planning and ordering weekly groceries.

Surf therapy limited / marketing assistant : MULTI NATIONAL

Utilise my photography , illustration and design skills to assist with building a following for the young business , maintaining the company website, updating the STL blog with uplifting stories for surf sessions, photography of sessions , taking testimonials, creating flyers and business cards , creating networks with like minded business

Education

Health and nutrition cert

Manual handling cert

Fork lift cert

Full driving licence

Art and design / A-level

Varndean collage uk

Floristry / city and guilds diploma level 2 & 3

Plumpton collage uk

Interests

Arts & culture, hiking, surfing, rock climbing, crafting, music ,wellbeing.