

**Gabrielle Tannenbaum**  
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## **Personal Profile**

I am an enthusiastic individual, with a desire to get to the very top in retail management. Effective team working is one of my strengths as I have excellent communication and organisational skills. I enjoy working in a busy environment and pride myself on being highly self-motivated, determined and personable. I set high personal goals and targets and learn quickly and adapt very well to suit a business' requirements.

## **Education & Qualifications**

September 2005 – Present  
Birmingham City University, BA Honours in Fashion Retail Management.

The course has developed and strengthened my understanding of retailing, the environment in which it operates and the technical skills necessary to succeed in the industry.

Modules studied include: Fashion Marketing, Buying and Merchandising, Visual Studies, Design Communication and Culture, Fashion Forecasting, Visual Merchandising, Professional Development, the History of Style, Human Resource Management, Product Development, International Retailing, Contemporary Dress, Innovation Retailing, Strategic Management.

September 1996 – June 2004  
Immanuel College School  
3 A levels  
9 GCSE's

Heaven, Women's Wear Boutiques, Watford and Potters Bar  
June 2005 – Present

My responsibilities at Heaven are hugely varied, as well as multi-levelled throughout the business. I have had the opportunity in gaining experience in all areas of running the stores, including Finance, Human Resources, Buying and Merchandising and Marketing. The position has enabled me to further enhance my knowledge and understanding of the retail industry. I was able to develop the following personal skills:

- Flexibility to respond to changing priorities and to work under pressure at busy times.
- Good communication skills from dealing with a wide variety of senior management and customers.
- Effective team working to achieve objectives within time constraints and budgets.
- Staff delegation, floor supervision, writing and scheduling the stores rotas, setting floats and cashing up as well as dealing with advanced customer orders.
- In May 2007 I was promoted to Store Manager and Assistant Buyer.

My passion for the Fashion Retail market continues to flourish, and I find my time at Heaven to be the most enjoyable and rewarding I have had in the working environment.

Banana Connection, Waltham Cross London (six weeks work experience)

March 2007

I shadowed the buyer for six weeks, learning about the designing, ordering and costing process of introducing new lines into a store.

Epitome Health and Beauty, Bushey Hertfordshire – Receptionist

July 2002 – May 2005

My duties included booking all appointments, completing staff rotas every two weeks, the banking, stocktaking, handling all payments and opening and closing the salon. I developed the following personal skills:

- Worked as part of a small team of seven to ensure customers' needs were met promptly and effectively.
- Ability to deal effectively with difficult or upset customers.
- Accuracy when dealing with cash and credit cards.

### **Personal Skills**

I frequently use at a very high level, Windows 2000, XP, and Office Edition and Mac OS, including use of all the Windows components and programs, detailing a full and extensive knowledge of PowerPoint, Microsoft Word, Excel, and Outlook. I also regularly use the Internet for research purposes and to purchase goods. At both Heaven and Epitome I used electronic point of sale systems.

During my gap year I travelled extensively around Singapore, Hong Kong, Australia and America. During my travels I communicated and interacted with people from many different cultures and backgrounds. In particular, I found the fashion industry fascinating and highly stimulating in these regions especially when compared to Europe and the UK. My gap year experience has undoubtedly made me far more aware of our environment and the many issues both economic and political which we face today.

**Full references on request**

**Gabrielle Tannenbaum**