

# Samantha Chambers

## Personal Statement

An enthusiastic, proactive team member with supervisory level experience gained within the retail industry. I am a confident communicator capable of working unsupervised or in a team environment.

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## Employment

**2007 – Christmas temp** **Ann Summers**

**Birmingham/Bullring**

I held the position of a sales advisor for the Christmas period. Key responsibilities included assisting customers, one to one customer services, offering advice, bra measuring, and working within a team.

**2007**

**Data Entry Assistant**

**Gross & Co Solicitors / Bury St Edmunds**

I held the position of a Data Entry Clerk, where I updated client's details on the system. I also assisted the secretary in typing oral tapes and photocopying client data.

**2004 - ongoing**

**Top Level**

**Topshop, Birmingham/Bullring**

I hold the position of Top level and working my way towards Management. Key responsibilities include delegating jobs, motivating team members, assisting customers, replenishment and working within a team environment.

## **Education**

**2005 – 2008**

### **Birmingham City University**

BA (HONS) Fashion Retail Management

Projects included Marketing, Buying and Merchandising, VM, Events management and Strategic Management. Experience in presenting projects and talking to a team with the use of power point.

**2003 – 2005**

### **West Suffolk College, Bury St Edmunds**

(National Diploma) Art and Design

## **Work Experience**

**2007**

### **Topshop Head Office**

Two weeks work experience within the Buying department working with the Blouses and Internet team. Responsibilities included gathering samples, logging new sample fabrics, sitting in on fits and emailing suppliers.

**2007**

### **Topman Head Office**

Two weeks work experience working within the Visual Merchandising team. Responsibilities included designing mood boards for upcoming trends,. Display's in Topman Oxford Circus and attending meetings for future display ideas

**2005**

### **Topman Head Office**

One-week work experience within the Visual Merchandising team. Responsibilities included setting up displays for new trend pack, photographing key pieces and making mood boards.

## **Further Skills**

Full UK driving licence

Experience in Microsoft Word, PowerPoint and Excel.

PhotoShop and Illustrator experience