

Jordan Cooke

07808 544698

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15 Clover Close, Melksham, Wiltshire, SN12 7SL

Objectives

An enthusiastic, self-motivated and creative individual who enjoys working with people and ensures a high level of customer care. Experience gained in customer service through a variety of roles. Looking to further expand on current skills and gain new knowledge and experience.

Experience

Sales Associate, Urban Outfitters, Bath

August 2019 - February 2020

- Customer care and support
- Maintaining displays and shop floor including stock replenishment
- Operating till and taking payments
- Ensuring high level of professionalism at all times

Styling Assistant Internship, CLM Agency, London

July 2019

- Assisting on photoshoots for the Sunday Times and Vogue China
- Responsible for stock taking and receiving deliveries
- Care of all clothing and organising clothing rails
- Working as part of the team to ensure a smooth running of all shoots

Part time receptionist, Rocket Queen Studio, Trowbridge

May 2018 - June 2019

- Meeting and greeting clients, taking bookings and answering calls and emails
- Creating and managing filing system for all studio paperwork
- Input data using word and excel

Education

Winchester School of Art (University of Southampton)

Certificate in Higher Education - Fashion Marketing

St Augustines Catholic College

A Levels - Media Studies (A), Theatre Studies (B), English Literature (B)

GCSEs - 11 A*-B grades including English (A) and Maths (A*)

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Skills

- Motivated team player with excellent communication skills
- Friendly and proactive
- Hardworking, keen to take on new challenges and gain further knowledge
- Good organisational and time management skills
- Strong attention to detail

Interests

Over the last three years I have launched and am running a successful online Depop shop, buying and selling collectibles and merchandise.

I have a passion for beauty and fashion and use this interest to post on social media platforms, including my own YouTube channel where I review a variety of products. I also like to custom make clothing and accessories.

References

Available on request