

Brooke Stephenson

Brooke.stephenson48@gmail.com - 07546936347
Southsea, Portsmouth

WORK EXPERIENCE

Digital Marketing Associate - August 2021 - Present

Company Name - Business Women in

Responsibilities -

Creating media content for Facebook, Instagram, Twitter, LinkedIn and Pinterest

Writing blogs

Working on Google Workspace (G Suite)

Working to deadlines

Working in teams

Room Attendant - June 2021 - July 2021

Company Name - Holiday Inn

Location - Portsmouth

Responsibilities -

Cleaning hotel rooms

Working to deadlines

Store Associate - May 2021 - June 2021

Company Name - TK MAXX

Location - Portsmouth

Responsibilities -

Handling money

Providing customer service

Tidying store

Working in a team and by myself

Contact Centre Agent - April 2021 - May 2021

Company Name - Your Centre LTD

Location - Portsmouth

Responsibilities -

Handling inbound and outbound calls

Book-keeping - January 2019 - January 2020

Company Name - G S Electrical

Location - Portsmouth

Responsibilities -

Working on Sage50

Entering purchase and sales invoices

High attention to detail

Filing paperwork

Customer Assistant – November 2017 – April 2019

Company Name – Tesco Superstore
Location – Crasswell Street, Portsmouth
Responsibilities -
Handling money
Providing customer service
Working under pressure
Working in a team
Cleaning the working area

EDUCATION

CPD Certifications from New Skills Academy - 2021

Pet Sitting and Dog Walking diploma
Dog Grooming diploma
Pet Nutrition diploma
Pet Psychology diploma

Interior Design and Home Styling Online Course – March 2020

One Education
Grade: Distinction

BTEC Level 3 Travel & Tourism - 2017-2018 (College)

HSDC,
Waterlooville
90-Credit Diploma
Grade: Distinction* Distinction*

GCSE's – October 2016

Gateway Highschool,
Zimbabwe
Grades:
Travel & Tourism: **A***
English Language: **B**
Mathematics: **B**
Geography: **B**
French: **B**
Biology: **C**
Art & Design: **C**
Religious Education: **D**

PERSONAL INTERESTS

Swimming
Photography
Fishing
Animal care

REFERENCES

Holiday Inn - 03333209345
TK MAXX - 02392698030
Your Centre - 02392007790
Tesco Superstore – 03456779555
G S Electrical - 07743462050