

Hayleigh Dunn

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Profile

I am a reliable, hardworking, friendly individual, who is looking for a part-time position around my college commitments. I enjoy working in a team but also have experience of working as an individual. I have developed leadership skills throughout my college course and previous retail experience. I have also developed time-keeping, organization and customer service skills.

Work Experience

November 2019 – December 2019

Card Factory, Livingston – *Sales advisor*

- During the busy build up to the Christmas period I had a temporary position at the Card Factory. My duties included operating the checkouts, answering customer queries, maintain a tidy and well stocked shop floor.

June 2018 – April 2019

Shell Garage, Livingston – *Sales advisor*

- When working at Shell I was often the only member of staff working during my shifts, this meant that I was accountable for maintaining the shop floor, assisting customers and for managing stock. I was also responsible for receiving and checking deliveries, whilst being aware of any new customers requiring assistance.

Sep 2017 – June 2018

Klass Clothing, Livingston– *Sales advisor*

- Similar to my roles and responsibilities at the Card Factory and Shell Garage, my duties included helping customers, putting out stock, dealing with deliveries, on the till, dressing the mannequins and taking customer orders.

June 2017 – Sep 2017

Pavers, Edinburgh, Leith – *Sales advisor*

- When I was working in Pavers, I worked 8 hours a week and I traveled from Livingston to Edinburgh. My responsibilities were serving customers, putting out the stock, keeping the shop floor tidy and handling customer's orders and inquiries.

Volunteering

January 2020 – January 2020

Five Sisters Zoo, Polbeth – Volunteer

- I volunteered at the Five Sisters zoo, I shadowed a zoo keeper on their daily duties which included cleaning out the animal's enclosures and feeding them, sorting out their feed, and making sure that all food products were meeting the correct standards.

March 2015 - March 2017

Kidzeco, Livingston – Volunteer Sales Assistant

- As a volunteer I had many roles and responsibilities, which included: pricing and organizing the stock, helping and serving customers on the shop floor and at the checkouts; and maintaining health and safety standards.

Education

Sept 2020 – June 2021

West Lothian College, Livingston – HND Business Management

- After completing, the HNC course, I then went onto the HND course to finish getting my diploma. In this course I have learned more about business culture and a businesses' strategy and I have learned about Business contractual relationships.

Aug 2019 – June 2020

West Lothian College, Livingston – HNC Business Management

- After completing level 6 business, I went on to the HNC course to start working towards my diploma. In this course I have learned additional management skills such as delegating tasks, understanding business structure and marketing campaigns.

Sept 2015 - June 2019

West Lothian College, Livingston – National 4 – National 6 Business Management

- In this course I have developed several skills including administration and IT, which I am particularly confident in. Additionally, I have developed strong communication skills and work well within a team. I can also work efficiently individually, following instructions, prioritizing workloads and learning quickly.

Aug 2010 - June 2015

James Young High School, Livingston – Various

- SQA National 5: English (B) and Craft, Design, and Technology (C)
- SQA National 4: Art and Design, Chemistry, Computing, History, Mathematics, Home Ec
- SQA National 3: German

References available upon request