**Janine Patterson**

12 Murphy Street

Ponsonby

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Personal statement

I currently work as an assistant manager at an electronics store but am looking to further develop my sales and management skills. I am passionate about keeping up to date with the latest technologies coming on the market and dedicated to working in the electronics retail industry.

Work history

**Assistant manager**, Electric Al’s, Auckland

June 2011 – Present

My role involves leading a team of five staff at a busy Auckland-based electronics store, Electric Al’s. As well as managing my team, I am involved in wider company decision making, including policy and purchasing decisions.

Strengths and achievements:

* Planning and implementing advertising campaigns and branding strategies.
* Hiring, training and overseeing staff.
* Creating a social media presence, which saw a 25% increase in visits to Electric Al’s website.
* Successfully project managing the establishment of Electric Al’s Porirua branch, which opened in December 2012.

**Sales Representative**, FonesRus, Auckland

February 2009 – April 2011

I worked as part of a dedicated sales team for the independent mobile phone outlet, FonesRus. My job was primarily customer-focused, but also involved stock purchasing.

Responsibilities:

* Keeping up to date with the latest in mobile phone technology
* Customer service and sales
* Cash handling
* Project managing
* Organising and overseeing weekly team meetings
* Overseeing a major contract to provide mobile phones to a nationwide media company.

**Delicatessen Assistant**, Supermarket City, Wellington

June 2007 – December 2008

This was a part-time job I did while completing my Bachelor of Commerce at Victoria University of Wellington. The role helped develop my sales and customer service skills.

Strengths and achievements:

* Cash handling
* Developing excellent customer service skills
* Becoming proficient at stock management
* Creating store displays.

Education

**Bachelor of Commerce**, (marketing major)

Victoria University of Wellington, 2008 (academic transcript available on request).

Relevant papers include:

* Buyer behaviour
* Commercial law
* Sales and marketing principals
* Project management.

Interests and hobbies

I am a very active person and like to get outside and run, swim or play football in my free time. I have recently taken up running and am currently in training for my first half-marathon. I am also a member of Wellington Forest and Bird and spend a Saturday each month setting and checking traps at a reserve near my house.

Referees

**Jan Claremont**, Manager, Electric Al’s, Auckland

Phone: (09) 382 78544

Mobile: 020626341

Email: jan.claremont@comptele.co.nz

**Rick Wylde**, Owner, FonesRus, Wellington

Phone: (04) 055 3586

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