

Janine Patterson

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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
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Rick Wylde, Owner, FonesRus, Wellington
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