

# VERINA

## Personal statement

As a confident, well spoken and reliable individual, I take great pride in my appearance and handle each assignment with professionalism. With administrative, interpreting and promotional experience, I have a diverse skill set and a hard-working approach. Always maintaining a good sense of humour and a positive attitude throughout have also proved to be great assets.

## Stats:

H:5'5"  
B:32B  
W:23  
H:33  
Dress:6  
Shoe:5

## Skills

- Exhibitions and Trade Shows Public and B2B
- Excellent Approach, Invite, Engage, Inform, Persuade, Retain, Introduce, Data Capture Skills
- Quickly learn any product and client brief and deliver.
- Product Sampling/Selling
- Demonstrator/Sales
- Corporate and Exhibition Hospitality
- Direct Product Sales
- Product /Service Launches and promotions
- Venue/Store Launches and Promotions
- Field Campaigns, Data Capture
- Experiential campaigns and promotions
- FMCG, Products and Services
- Targeted Sales Lead Generating/Appointment Making
- Brand awareness and leafleting campaigns and promotions
- P R and Publicity Campaigns
- Language Skills – English (mother tongue), French (fluent), Italian (fluent), Spanish (intermediate), Chinese (beginner)
- Customer Service Skills – Always deal with clients in a polite, helpful and professional manner.
- Supervisory Skills – Organising and prioritising workload of others, delegating tasks and delivering training.
- Communication Skills – Ability to communicate effectively through a range of communication media (verbal and written) adjusting the style to meet the needs of the situation.
- Autonomous and cooperative – Work well on my own initiative and within a team.
- IT Skills – Fully conversant with Microsoft Word, Excel, Outlook and PowerPoint. *Continued next page*

Contact us today if you would like Verina to represent your business



# Work Experience

Working on various assignments as an Interpreter, Exhibition Hostess, In-store Sales Demonstrator, Data Capture, Lead Generation and Brand Ambassador

**Recent work:** The Photography Show, (B2B demonstration sales and lead generation) Autoport( Stand Hostess), The Kitchen & Bathroom Show, (B2B demonstration sales and lead generation) “Free Radio” Commercial Radio Station (“Street Star” various Pop Up Campaigns to the public).

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## **Jeeves & Jericho | Sales Administrator/Operations Supervisor**

Providing administrative support to the Jeeves & Jericho Management Team

Duties included:

- Devising and implementing administrative and operational procedures.
- Dealing with queries from customers via telephone and email.
- Updating the company website and managing social media.
- Supervising the tea production team and distributing the workload.
- Assisting with the organisation of events.
- Assisting with recruitment and personnel administration.
- Raising invoices and updating QuickBooks.

## **DRS Services | Export Sales Administrator**

Providing administrative and French language support to the export sales team

Duties involved:

- Liaising with the Francophone clients via email and telephone
- Translating documents (English-French)
- Making sales enquiries
- Faxing quotations

## **Department of Physics, University of Oxford | Administrative Assistant**

Providing administrative/secretarial support to the Administrators in Condensed Matter Physics and Atomic and Laser Physics

Duties involved:

- Dealing with enquiries from academics, visitors, postdoctoral staff, students and the public.
- Assisting with the Graduate Admissions process and updating the student database (OSS/SITS) and the Research Council database (Je-S).
- Preparing the agenda and taking minutes for the Sub-Departmental Committee.
- Organising Sub-Departmental seminars, including: advertising, booking accommodation for speakers and preparing a schedule for their visit.
- Organising internal and external meetings, interviews, conferences and workshops.
- Assisting staff and visitors with their travel and accommodation requirements.
- Maintaining the Sub-Departmental web pages.
- Preparing letters requested by research staff and students.
- Assisting with the maintenance of the staff database (SAGS) and attending bi-monthly meetings.
- Undertaking DSE assessments to ensure a safe working environment for staff.
- Assisting with Graduate Studies issues related to student progress, coursework etc..





### **Aimhigher, University of Wolverhampton | Mapping Administrator**

Assisting in the production and management of the Aimhigher Learning Pathways System (ALPS)

Duties included:

- Visiting and liaising with education and training providers throughout the West Midlands region.
- Supervising and training the Mapping Assistants.
- Developing and updating the mapping database (ALPS).
- Handling enquiries on the ALPS and its development.
- Delivering presentations at seminars and conferences to disseminate ALPS.
- Providing a monitoring and quality assurance service.
- Setting up administrative procedures.
- Producing copy for the ALPS website and ALPS publications.

### **Aimhigher - Black Country | Schools and Colleges Liaison Officer**

Assisting in the production and management of the Aimhigher Learning Pathways System (ALPS)

Duties include:

- Promoting ALPS via presentations at seminars/conferences
- Visiting and liaising with education and training providers throughout the West Midlands
- Supervising and training the Mapping team
- Developing and updating the Mapping databases
- Handling enquiries on the mapping database and its development
- Providing a monitoring and quality assurance service
- Producing copy for the ALPS website and ALPS publications

### **Working for various promotional agencies as an Interpreter, Exhibition Hostess, In-store Demonstrator and Brand Ambassador| Lausanne, Switzerland | Voluntary Work**

Studying the French language whilst engaging in voluntary work

| DRS Services | Export Sales Administrator

Providing administrative and French language support to the export sales team

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- Translating documents (English-French)
- Making sales enquiries
- Faxing quotations

## **Education**

### **2008-2009**

#### **Dudley College of Technology Preparing to Teach in the LLS (PTTLS) Level 4**

0.1. Trinity Certificate in Teaching English as a Second Language

#### **University of Wolverhampton (TESOL)**

### **2001-2005**

#### **City of Wolverhampton College A Levels: French (A) and Italian (A)**

GCSE: Italian (A\*)

### **1996-1998**

#### **Aldersley High School, Wolverhampton**

GCSEs: English (A), English Literature (A), IT (A), Business Studies (A), Double Science (AA), Food Technology (A), Maths (B), French (B)

### **Training Courses**

- Food Safety Certificate
- Training and Presentation Skills
- Using Emotional Intelligence at Work
- Manual Handling

### **Additional Information**

- British National
- Full Clean Driving Licence/Car Owner