

Holly Hunter

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A cultured, well-travelled, proactive, adaptable, energetic and conscientious individual. A confident and determined hardworking professional, who takes great pride in personal appearance and possesses excellent speaking and empathic listening skills. Works well individually or in a team environment. Has a genuine appetite for delivering exceptional customer service via a friendly but authoritative approach.

RELEVANT EXPERIENCE:

Italia Conti Dance School & The Groovement Project (Plymouth) currently
-Dance teacher

Crown and Anchor Pub (Plymouth) currently
-Bar staff

Manchester City Marketing, London
Receptionist (2018)

- Greeting guests. Answered emails and phone calls. Maintained security by following procedures; monitoring logbook; issuing visitor badges, booked meeting rooms and personally hosted guests. Made tea and coffee for guests on arrival, Opening the post, scanning and filing mail. Ordering office equipment.

Hoxley & Porter, London Islington, Waitress/Host (2018)

Seating customers, Answering phone for bookings, taking orders, Bringing out drinks and food, taking payment, opening and closing bar and restaurant

Gymbox Receptionist, London (2016-2018)

Opening and closing club, Operation checks, Cashing up, Answering phone and E-mails, Signing customers up to the gym. Booking customers into classes. Touring potential customers.

Organising admin. Checking on stock levels and Organising stock. Updating Excel sheets on locker hire and lost property.

Harrods, London (2013 –2016)

Sales Assistant

High level of customer service and care. Ensure the overall transaction went smoothly. Ensure customers needs were fully met. Specialist product explanation of goods and services. Process payments and promote future sales.

EDUCATION

BSc (Hons) Rehabilitation in Sport and Exercise - Marjon Plymouth (2018-2022)

Level 6 Diploma in Professional Dance and Musical Theatre-The Urdang Academy, London
(2013-2016)

**GCSE'S-MATHS,ENGLISH,SCIENCE,HISTORY,BUSINESS
STUDIES,ART,DANCE,RELIGIOUS STUDIES,ICT (A*-C) Heles School, Plymouth.**