

FIYINFOLUWA ADE-JONES

TAILOR/STYLIST

MAIL: odunayo1811@gmail.com

LINE: +2348131975436

ABOUT ME

Efficient and effective in tailoring and styling with cutting 4 years of internship in styling and cutting. Professional and corporate with client garment. Professional and welcoming employee with customer service and volunteer background seeking sales associate position. Knowledge of point of sale systems, experience speaking with customers and helping them select styles, and some administrative experience.

SKILLS

- Customer Service
- **Friendly and Professional Look**
- Point of Sale System
- Styling and Sewing
- Dispute Resolution
- Management
- Administrative Duties
- Front Office Operations
- Empathy
- Communications

CERTIFICATIONS

OBAFEMI AWOLOWO UNIVERSITY

B.Sc (in view)

(Local Government Studies)

Command Day Secondary School

(Secondary School Certificate Examination)

August 2018

CAREER EXPERIENCES

ELISH JONES ENTERPRISE, IBADAN

Sales Representative Intern

1 year 3 months

My achievements

- Assisted in inventory management and improved customer satisfaction rates by 60%
- Reviewed sales performance and generated key reports that boosted sales by 75%.
- Actively utilized networking techniques and outstanding interpersonal skills in surpassing sales targets.
- Maintained chronological documentation of goods sold and available in the inventory.

APOSTOLIC FAITH CHURCH ILE-IFE REGIONAL HEADQUARTERS

Administrative Assistant

11 months

My achievements

- Acted as the administrative point of contact between the executives and internal/external clients
- Undertook the tasks of receiving calls, take messages and routing correspondence
- Handed executives' requests and queries appropriately.
- Maintained diary, arrange meetings and appointments and provide reminders.

OTHER ACHIEVEMENTS

- Led a group of 10 undergraduates to welcome fresh students on campus and attended to all pressing needs.
- Received the Recognition Award for 'Most friendly and Empathetic' in my third year (2021).

VOLUNTEER

- Content Creator, (written for Infoguide@gmail.com, Burn & co, and many other writers).
January 2020 - till Date

BIO-DATA

Sex: Female

Nationality: Nigerian

Location: Idi-Origbo, Akobo-Ojurin, Ibada, Oyo State

Health Status: Fit

Language Proficiency: English, Yoruba

REFERENCE: AVAILABLE ON REQUEST