**Natalie Collinson**

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**Personal Statement**

I am a mature individual who is keen to learn new skills and experiences by taking on challenges. During working within sales with persimmon homes, I have gained experience by successfully working in teams when communicating between sites. As well as working under my own initiative and self managing while working on a development on my own. During my time at Persimmon I am also required to deal with emails, online enquiries and update a CRM system, I believe this shows I am computer literate which I can directly transfer to a successful career at Story Homes.

**Employment and Training**

**Company:** Persimmon Homes

**Position:** Sales Executive

**Duration:** August 2017 – Present

**Roles and responsibilities:**

Being based on a development in tee-side, I take care of all aspects of presentation of the show home and sales area and the entire purchasing process, I complete administrative and reporting requirements on a CRM system on a daily basis and adding new clients when they have visited. I also complete market research on other properties and developments in the local area. In addition I target customers, create appointments and follow up calls to ensure that sales targets and customer needs are met.

**Company:** The Pet Superstore

**Position:** Sales Assistant/Supervisor

**Duration:** July 2015 – July 2017

**Roles and responsibilities:**

My roles and responsibility in this employment include general retailing roles such as till operating, taking in and completing deliveries and maintaining stock. Duties also include animal handling such as fitting dogs with harnesses, collars, muzzles and coats; and weighing cats and dogs. My other responsibilities include giving advice and help on nutrition, food, and health products such as the best flea and worm treatment. I also assembled and maintain fish tanks and the well-being of fish, including tropical and cold water. My role also included supervisor responsibilities which would include training new staff, dealing with any issues that may arise when my manager is not present, cashing up at the end of the day and closing and opening the store.

**Company:** Utopia fashion boutique

**Position:** Retail Assistant

**Duration:** March 2015 – July 2015

**Roles and responsibilities:**

I assisted in general retailing roles such as operating tills, attending the fitting rooms, assisting with delivery’s, maintaining stock levels throughout the day and keeping the work area clean, tidy and free of hazards. I also do visual merchandising including changing of manikins and window displays, in sore displays using my own initiative with merchandising the displays. This also included re merchandising the whole store.

**Company:** Marks and Spencer’s

**Position:** Retail Assistant (Temporary)

**Duration:** October 2013 – January 2014

**Roles and responsibilities:**

I assisted in general retailing roles such as operating tills, attending the fitting rooms, assisting with morning delivery’s, maintaining stock levels and keeping the work area clean, tidy and free of hazards. All in a customer facing environment.

**Voluntary work:** I assist in the rescue and rehabilitation of various animals along with my step farther and also independently. Animals I have assisted in the rescue and rehabilitation of include dogs, birds of prey and common wild birds e.g. pigeons, parrots and reptiles. Rehabilitation of the animals consisted of nursing the back to full health by feeding, washing, taking care of injury and finding new loving homes or releasing them back into the wild.

**Duration:** 2010-Present

**Work Experience**

**Company**: Ropery Walk Primary School

**Position**: Teaching Assistant (voluntary)

**Duration:** May 2010 (2 weeks)

**Roles and responsibilities:**

I worked alongside the professional teacher as well as individual work including running reading, maths and English groups. Also assisting with play time and lunch time duties.

**Education and qualifications**

**Stonebridge College (September 2015-February2017)**

Veterinary Support Assistant Diploma - Level 3

**Animal Jobs Direct (April 2012 – July 2014)**

Canine Behaviour, Training and Psychology Diploma - Level 4

Animal Care and Welfare Diploma - Level 3

**Seaham School of Technology (September 2006 – July 2011)**

**8 A\*-C GCSE Grades –** All including Mathematics, English and Science. In addition I achieved an A in Textiles, B in geography, C in German and also passed my adult numeracy and literacy tests at level 2.

**Certificates and Achievements**

* I currently hold a full UK Driving licence

**Interests and activities**

My hobbies include walking my dog and keeping myself fit and healthy. I also enjoy an annual holiday to Yorkshire with my dog and partner. I have a keen interest in animals and their well-being which is the main reason I took my animal care and canine psychology and behaviour courses.

**Certificates and References available upon request.**