EXPERIENCE

Admin Assistant (part-time) – [Company name], [City]
[Month Year] – [Month Year]

- Captured supplier invoices on a spreadsheet and flagged missing paperwork for follow-up.

Sales Assistant – [Store name], [City]
[Month Year] – Present

- Assisted customers, processed returns, and escalated complex issues to a supervisor with clear notes.

Student – [College or university], [City]
[Year] – [Year]

- Planned a study timetable and met weekly targets while balancing classes and a part-time shift.

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