

# STEPHANIE PEARSON

## PERSONAL DETAILS

### Name

Stephanie Pearson

### Address

Warwick

### Phone number

074974907903

### Email

example@cvmaker.uk

Friendly and reliable professional returning to work after taking time out to raise a family. Previous experience in retail and administration, with strong communication, organisation, and problem-solving skills. Confident working with customers, managing busy schedules, and supporting day-to-day business operations. Looking for a part-time or full-time classroom assistant or administrative role.

## SKILLS

Customer service  
Communication  
Organisation  
Time management  
Microsoft Office  
Teamwork  
Administration support  
Problem-solving  
Budgeting

## WORK EXPERIENCE

### Stay-at-Home Mum

2019 - Present

Warwick

Managed a busy household schedule, appointments, school activities, and family budgeting. Organised community fundraising and school events with other local parents.

- Volunteered at school fairs and charity events, helping with customer enquiries and administration tasks.
- Developed strong multitasking, communication, and time management skills.

### Shop Assistant

2017 - 2019

Craft's Bookshop

Assisted customers in-store and over the phone with product enquiries and orders. Handled customer complaints professionally and resolved issues efficiently. Processed payments, returns, and exchanges accurately. Supported the team during busy periods to maintain excellent customer service standards.

- Received Employee of the Month award 3 times over a 2 year period

## EDUCATION

### BA (Hons) English Literature

2015 - 2018

Warwick University, Warwick

## CERTIFICATES

Level 2 Teaching Assistant Certificate, Online Course, City & Guilds, 2025