

Jennifer-Marie Stevens



Profile

Self-motivated Graduate from Deakin University with qualifications in Arts; Criminology, now studying and accomplishing Interior Design. Proficient in Microsoft software including proficient in Adobe software; lightroom and photoshop. My experiences consist in administration, Supervising and visual merchandising at big W that has allowed me to develop quick learning skills and adaptability in any position.



Education

- **The Interior Design Institute (online)**
2018-current
Certificate of Interior Design
- **Deakin University**
2012-2016
Bachelor of Arts
Major: Criminology
Minor: International Relations, Psychology
- **Swinburne Tafe**
2009-2010
Advanced Diploma of Business Legal Practice
Work placement at Victoria Legal Aid



Experience

- **Big W, Box Hill**
Visual Merchandiser/Service Supervisor
September 2010-present

My role collaborates with different service departments to drive high standard customer service, creativity, design, administration, and organisation and time management. As a visual merchandiser, mainly in Apparel, I am in control of stock management and ordering, planogramming, and creative eye for detail.
As a supervisor in a fast paced environment, I am responsible for leading a team. I take control of administration, IT services, training, money handling and customer service.
- **Nandos**
Cashier
2007-2011
Customer service, money handling, food preparation, and managing time and organisation.
- **Victoria Legal Aid**
Work placement
2010
Developing skills in paralegal including, filing, archiving, data entry, and other administration tasks.



Professional Attributes

Administration	★★★★
Presentation/Public Speaking	★★★★
Microsoft Office	★★★★★
Adobe; Lightroom	★★★
Adobe; Photoshop	★★★
Communication Skills	★★★★★



Personal Attributes

Creativity	★★★★★
Teamwork	★★★★★
Problem solving and Analytical Thinking	★★★★
Organisation	★★★★
Time management	★★★★★
Work Ethic	★★★★★



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artsyjennz



Personal Achievements

- 30 day art challenges
 - Since 2018
 - Each month I create drawings in different mediums based on a particular theme.
 - One month I chose to raise money for Murdoch Children's research by donating \$2 each day I drew for the charity.
- Murdoch Children's research Fundraising
 - 2010-2018
 - Big W raises money for this charity throughout different times of the year and I help raise money and awareness for the cause.
- Diabetes Australia Fundraising
 - 2010
 - Helped organise and run a door to door fundraising and the selling of merchandise for Diabetes Australia.



References

Veronica huford

Apparel/Online Manager

Big W Box Hill

(Ph)83475800

(M) 0478 021 474

Lara London

Store Manager

Big W Box Hill

(Ph) 8347 5800

Anna Trieu

Service Supervisor

Big W Box Hill

(ph) 8347 5800

(M) 0401 513 437