

ELISE

HARRISON

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I am a creative, colourful individual with a positive energy to bring to any team. I have been working in sales and administration for 16 years, specialising in product knowledge and providing high class customer service. I excel in jobs that are both physically and mentally stimulating. I believe that one's place of work should value you as an individual, allowing you to express yourself and grow as a person. I am looking for a new exciting position within a company that shares similar values. It's time to think outside of the box and draw a circle.

SALES AND ADMINISTRATION / QUALIFIED WOOD WORKER & DESIGNER



WORK EXPERIENCE

HAUS OF - Co Founder & Director - Jan 2019 - Present

A social enterprise connecting vulnerable adults including the homeless, mentally ill and lonely elders with valuable art therapies.

- Events management including working with talent, acquiring sponsors.
- Developing relationships and partnerships with local charities.
- Business development including finances, marketing and press.
- Managing eCommerce and social media platforms.
- Graphic design. Creating marketing and advertising campaigns.

MADE.COM - Furniture Sales Consultant - Jan 2019 - Present

- Superior retail product knowledge.
- Asked by management to prepare and lead an internal meeting to engage the team with furniture history and product knowledge.
- Processing and managing deliveries and orders. Dealing with press loans.
- Assisting with the management of in-store events such as seasonal line openings for press launches.
- Processing transactions through the internal software systems and large display digital catalogues.
- Organize and merchandise store, allowing items to be easily located and ensuring store is aesthetically appealing to a high standard.
- Providing customers with technical product support and interior design services to meet their required room needs.
- Daily telephone, email and admin tasks related to sales and orders B2B and B2C.

AMAZON - Logistics Assistant - March 2017 - Jan 2019

- Assigning travel and delivery routes to drivers using internal software to ensure that the products were delivered within the two hour Amazon Prime delivery window.
- Ensuring that warehouse staff were managing their deliveries efficiently.
- Telephone duties and basic admin tasks.
- Compiling reports and analysing delivery data. Stock control.
- Working with food and insuring product is in date and passes health and safety regulations.
- PPE management and working within Hazmat safety requirements.

SYFM LTD - Apprenticeship in Upholstery - Aug 2016 - Feb 2017

- Admin and sales responsibilities, dealing directly with customers, project managers/developers and interior designers.
- Working directly to brief using scaled technical drawings to physically produce required products such as: Curtains, cushions, bed frames, arm chairs, sofas, ottomans, foot stalls, dining chairs, chaise lounges etc
- Building upholstered furniture from new.
- Refurbishing and restoring original pieces.
- Qualified in using hand tools and staple gun compressor machines.
- Delivery and waste management.
- Product development.
- Prototype building.
- Overseeing quality control.

CAZ SYSTEMS- Assistant sales Manager - Jan 2010 - May 2013

- Visual merchandise of entire shop.
- Assistant buyer.
- Setting up meetings with new designers and manufacturers.
- Meeting with clients to look at interior design floor plans and advising lighting requirements for specific spaces.
- Working with project developers and managers to ensure desired furniture meets brief specification requirements .
- Dealing with all admin tasks and sales data inputs.
- Liaising directly with sales reps and manufacturers to follow up on delayed orders or damaged items received.
- Cash and banking.
- Training new staff.

EDUCATION

London Metropolitan University - September 2013 - July 2016

BA Furniture and Product Design Graduate

3 years qualification in:

- Operating heavy wood machinery and hand tooling.
- Operating heavy metal machinery and hand tooling.
- Operating and applying finishing techniques (wood and metal).
- Experience in running exhibition practice and event planning.
- Carried out portfolio building for live projects and clients B2B and B2C to specific dead line requirements.
- Qualified in technical drawing construction and reading.