**Teulia Alaalatoa**

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**OBJECTIVE**

I currently work as an assistant manager at an electronics store but am looking to move into a full management role in the electronics retail industry.

**PERSONAL STATEMENT**

I am passionate about keeping up to date with the latest technologies coming on to the market and am dedicated to working in the electronics retail industry.

**WORK HISTORY**

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| **Electric Al’s**AucklandJune 2015-present | **Assistant manager*** Hired, trained and oversaw a team of five staff
* Planned and implemented advertising campaigns and branding strategies
* Created and managed a social media presence, which saw a 25% increase in visits to Electric Al’s website.
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| **FonesRus**AucklandApril 2012-May 2015 | **Sales representative*** Customer service and sales
* Cash handling
* Oversaw a major contract to provide mobile phones to a nationwide media company.
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| **Supermarket City**WellingtonFebruary 2010-March 2012 | **Delicatessen assistant*** Created store displays
* Developed excellent customer service skills
* Became proficient at stock management.
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**QUALIFICATIONS**

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| **Victoria University of Wellington**Wellington2009-2011 | **Bachelor of Commerce**Major: MarketingMinor: Accounting |
| **Wellington High School**Wellington2004-2008 | **NCEA Level 3** |

**TECHNICAL SKILLS**

* Full driver’s licence
* Xero accounting software
* EFTPOS and point-of-sale systems

**PERSONAL SKILLS**

* Communication – in my role at Electric Al’s I regularly interact with customers to find the best product for them.
* Team management – at Electric Al’s I lead a team of five. Since I started as assistant manager our sales have increased 20% in the last three years.
* Self-management – in my roles at Electric Al’s and FonesRus I was trusted to work independently and regularly exceeded sales targets.

**COMMUNITY AND VOLUNTEER EXPERIENCE**

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| --- | --- |
| **SPCA**AucklandMarch 2013-present | **Fundraising volunteer*** Assist in the planning of SPCA’s annual fundraising campaign.
 |
| **Auckland Young Professionals (AYP)**AucklandOctober 2017-present | **Committee member*** Assist in the planning and running of AYP’s bimonthly networking events.
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**ACHIEVEMENTS**

* Electric Al’s Employee of the Year 2017
* SPCA Volunteer’s Award 2015

**INTERESTS**

I am a very active person and enjoy swimming, playing football and running in my spare time. I am currently in training for my first half-marathon.

**REFEREES**

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| --- | --- |
| **Jan Claremont** ManagerElectric Al’s023 123 4567jan.claremont@electric-als.co.nz | **Rick Wylde**OwnerFonesRus026 123 4567rick.wylde@fonesrus.co.nz |