

# Poppy Thomas

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## PROFESSIONAL SUMMARY

I am currently studying BA (Hons) Fashion Promotion at Ravensbourne University, London. I am diligent and purposeful with a thirst for knowledge, holding a background in freelance photography and luxury fashion retail, I am keen to progress my skills further into the fashion industry.

## WORK HISTORY

**LUXURY SALES ASSOCIATE** | 06/2021 - 09/2021

**Christian Dior - London, Knightsbridge**

- I have recently completed a luxury internship with Christian Dior in Harrods, Knightsbridge. Here I gained huge amounts of luxury experience as well as building up both an international and local client book. I was responsible for opening, shelving and merchandising new products in visually appealing and organised displays for optimal sales promotions, monitoring customers for signs of security concerns and escalated issues to management. As well as assisting clients, to achieve and exceed individual Sales Goals and Key Performance Indicators and arranging stock transfers between boutiques.

**PERSONAL ASSISTANT** | 06/2020 - 08/2021

**Katy Hanley/Jessica Hanley-Thomas - London**

- In 2020 I was also a personal assistant to the series producer of ITV's 'The Only Way Is Essex' reality TV series. I was responsible for diary management, meeting and greeting people coming in for meetings and offered my support whenever and wherever it was needed. In the same year I was personal assistant to Jessica Hanley-Thomas, executive producer of TV show 'Don't Rock The Boat', with similar responsibilities.

**FREELANCE PHOTOGRAPHER** | 11/2020 - Current

**Freelance - London**

- Last year I completed two celebrity freelance photo shoots, with rapper SL and TV presenter AJ ODUDU, these photoshoots both required levels of competence and self-confidence.

**RETAIL SALES ASSISTANT** | 01/2016 - 01/2018

**New Look Retailers - Bury St Edmunds, Suffolk**

- I worked as a fashion retail sales assistant for two years, responsible for visual merchandising the shop floor, ensuring a clean and professional environment and cashing up the tills at the end of the day. My sales assistant role required me to discuss fashion professionally with customers and co-workers, widened my understanding of complimentary colour palettes and co-ordinating outfits when styling mannequins. As well as consistently achieving company targets through outstanding service, product expertise and ability to upsell products.

## SKILLS

- |  |   |
|--|---|
| - Photography  | - Good communication skills                     |
| - Adobe Photoshop, InDesign, Illustrator, Acrobat and Premiere Pro | - Clienteling                                   |
| - Visual merchandising   | - Positive, team first attitude                 |
| - Time management  | - Content manager of Instagram page @pmtvisuals |
| - Ability to balance multiple projects at once                     | - Organised                                     |
| - Strong attention to detail                                       | - Ability to cross-sell and up-sell products    |
| - Calm and able to produce work under pressure                     | - Flexible & Adaptable                          |

## EDUCATION

**Ravensbourne University London - London, ENG | BA (Hons)**

Fashion Promotion, Expected in 05/2023

**King Edward VII School - Bury St Edmunds, Suffolk | A-Levels**

Psychology, Sociology and Photography, 05/2019

I acquired three A-Levels with grades between A-C.

**King Edward VII School - Bury St Edmunds, Suffolk | GCSE**

05/2017

I acquired six GCSE'S with grades between A-C.