



# Nibela Gomes

Sales Assistant

📍 East London, UK

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## Languages

English (Native)

## About

Determined and trustworthy individual interested in sales and customer facing roles. Seeking a position that utilises her energy and skills. Brings a positive attitude into the workplace whilst maintaining a professional manner. Has experience of working in retail and the fast-paced hospitality environment and also enjoys interacting with customers. Detail oriented, with the ability to multi-task in fast paced environments and always ready to learn. Displays a high level of personal initiative and has strong social and cultural awareness. Committed to excellence and success.

### BRANDS WORKED WITH

HUB16 Studios

Jon Richard

Kraft Dalston /

River Island

## Experience

### ● Bartender + Waitress

Kraft Dalston / | Jan 2023 - Mar 2024

- Serve various food and beverage orders to customers
- Distribute food and drink menus to customers and answer any questions about order options or daily specials
- Maintain a clean and orderly work area at all times
- Closely follow all food safety and sanitation guidelines
- Open, calculate, and close bar tabs as needed.
- Introduced new cocktail options
- Ability to work under pressure. Able to work calmly and efficiently under relentless customer volume.
- Cocktail and coffee making.
- Teamwork. Natural mentor and supporter of team members, sharing knowledge and offering assistance in a positive and empowering manner.
- Worked closely with the Locke hotel staff to ensure that all events being run at the Kraft space is running smoothly. Also interacted with Locke guests to provide excellent customer service.
- Worked closely with management to set up and organise events and made sure to create fun environments for every event being held at Kraft.

### ● Freelance Runner and Receptionist

HUB16 Studios | Jan 2022 - Jan 2023

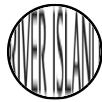
- Took care of client and staff needs.
- Managed general studio requirements.
- Set up and broke down sessions.
- Helped with the daily maintenance, organisation and day to day running of the studio.
- Liaised with clients and made sure they always had what was needed.
- Email inbox management.
- Handled and questions and queries via phone/Instagram/email
- Managed bookings and the calendar - made sure the diary and all bookings ran smoothly.



### ● Sales Assistant

Jon Richard | Oct 2018 - Mar 2020

- Would work entirely independently some days so would be responsible for opening, closing, processing returns, visual merchandising,, cashier balancing.
- At the end of the week would have to tally up the weeks earnings, returns (store and online) and compare this with the year before's earnings for that same week and work out if we are on target, below target, above target.
- Replenishing stock.
- On the days I worked by myself I would have to carry out shift leader duties.
- Liaised and communicated with other departments and brands housed by Debenhams.



### ● Sales Assistant

River Island | Jan 2017 - Jan 2018

- Applied organisation skills to meet weekly and monthly targets.
- Communicated with customers to ensure positive feedback and boosted sales through upselling relevant products.
- Showcased adaptability within a team by performing a range of tasks.
- Demonstrated ability to work well independently in a fast-paced setting.
- Processed incoming merchandise and ensured it was acceptable for going onto shop floor.

## Education & Training

2018 - 2020

### ● University of Brighton

Bachelor of Science,