

# Sarah Lotus

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## Profile

As an enthusiastic and dedicated individual, I am eager to learn and perform well under my own initiative. I am a conscientious, versatile and motivated person, able to complete any given task to the best of my ability while following instructions to the letter.

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## Education & Qualifications

- 10 GCSEs, Cardinal Newman Catholic School, Brighton (2022)  
Including Maths (A\*), Science (A\*) and English Language (A)
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## Work Experience

### Oct 2021 **KNIGHTS BROWN - Work Experience Placement**

- Visited a construction site where an extension to an existing industrial plant was being built for clients
- Checked ongoing construction tasks in collaboration with the Site Engineer and carried out troubleshooting tasks
- Proactively attended a weekly project review meeting, which highlighted the importance of project management and how it can affect the efficiency of a site
- Shadowed the Divisional Director to gain an understanding of the day-to-day operations of a medium-sized civil engineering contractor
- Learned how procurement strategies used by clients can greatly affect the overall productivity of a project

### Aug 2021 **RICARDO - Work Experience Placement**

- Developed an insight into the working life of a multinational engineering consultancy, particularly the relationship between client and consultant, and how this can be managed efficiently for mutual benefit
  - Tested and documented engine performance
  - Compiled test data and plotted it on Uniplot
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## Employment

### 2021 - Present **NEXT - Sales Consultant**

- Drawing upon excellent listening and influencing skills to encourage customers to buy products, by pitching vocal tone and pace with them to elicit rapport, leading to more sales
  - Assisting customers with queries and problems, reaching rapid and satisfactory resolution to maintain excellent customer relations and ensure return custom
  - Creating a welcoming ambience for shoppers by conversing with them pleasantly to ensure their first and last impression of the shop was favourable
  - Acquiring new skills including how to work in a team environment, problem resolution, and workplace etiquette
  - Demonstrating responsibility and integrity by handling large amounts of cash
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## IT Proficiency

- Proficient in Revit & MATLAB
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## Hobbies

- Playing drums at grade 7 level, as well as guitar and bass
- Band member for several years
- Playing 5-a-side football