



Frances Harrison

Contact Information

Email

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Address

1 Ladybower Avenue, Huddersfield, HD4 5XA

Phone

07930470045

Date of birth

29 Jan, 2000

Experience

Huddersfield
Jan 2018 - Jun 2021

- Bookkeeper
The Lock Up Shop Streetwear
 - Modified bookkeeping entry process using Quickbooks cutting time spent on tasks
 - Prepared financial statements for payments and taxes
 - Kept detailed records of all daily and weekly transactions within the business
 - Corrected errors made during data entry
 - Assisted payroll with tax calculations and employee salary payments

leeds and Huddersfield
Nov 2021 - Present

- Sales Associate
Tkmaxx
 - Arranged merchandise with signage and appealing displays that encouraged customer sales and moved overstock items
 - Built a product knowledge in order to help customers more effectively and increase sales
 - Proactively assisted customers with questions, concerns, and item purchases while walking the sales floor
 - Computed sale prices and total purchases; received and processed cash and credit payment

Education

Sep 2018 - Jul 2021

- BA Photography
Leeds Art University
Graduated with first class honours

Huddersfield
Sep 2016 - Jul 2018

- 3 BTEC's
Creative Media Studio School
Business Studies, Art and Design, Production Arts

Skills

Attention to detail

Punctual and committed

Ability to learn and evolve

Calm under pressure and multitasking

Assessment

Technology integration

Collaboration

Communication

Projects

Produced social media material for vintage streetwear store, The Lock Up Shop which is followed by over 20,000 people.

Created promotional photographic work for the fashion brand Honeypie clothing and illustrator Olivia Mitchel.

Curated and organised a photography exhibition alongside other photographers

Certificates & Courses

Certificate in Teaching English as a Foreign Language, TELF Org (2022)

References

- Name: Victoria Hayhurst
Organisation: TKmaxx
Position: Store manager
Phone number: 01484 519095
- Name: Philip Welding
Organisation: Leeds Art University
Position: Course leader
Email: philip.weldingleeds-art.ac.uk

Volunteer Experience

Assistant curator, 2022-present, Tolson museum

- Cataloguing historic books from the museum's collection
- Photographing books for museums records

Online commerce 2018-2019, Oxfam Online Hub

- Created product photography for the online shop
- Produced descriptions and prices for products with use of online software
- Worked within multiple teams and departments