

Jordan Lewis

Business student and retail assistant

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■ Profile

Business student with part-time retail experience and coursework in accounting and communication. Helps customers find products, handles transactions and keeps stock organised.

■ Education & qualifications

Level 3 Diploma in Business (in progress)

Sept 2025 – Jun 2027

Example College

Coursework in business communication, finance and spreadsheet analysis.

■ Experience

Retail Assistant

Aug 2025 – Present

Example Retail, Bristol

- Help customers compare products and answer routine questions.
- Handle purchases and returns at the till.
- Restock shelves and check prices against store labels.

■ Skills

Till operation · Customer service · Microsoft Excel · Stock checks

■ Projects & volunteering

Helped set up student club events and recorded attendance for the organising team.