

# Teulia Alaalatoa

100 Mercy Street, Ponsonby, Auckland 9999  
teulia.alaalatoawork@email.com  
021 000 0000  
<http://www.linkedin.com/in/teuliaalaalatoa>

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## OBJECTIVE

I currently work as an assistant manager at an electronics store but am looking to move into a full management role in the electronics retail industry.

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## PERSONAL STATEMENT

I am passionate about keeping up to date with the latest technologies coming on to the market and am dedicated to working in the electronics retail industry.

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## WORK HISTORY

### Electric Al's

Auckland  
June 2015-present

### Assistant manager

- Hired, trained and oversaw a team of five staff
- Planned and implemented advertising campaigns and branding strategies
- Created and managed a social media presence, which saw a 25% increase in visits to Electric Al's website.

### FonesRus

Auckland  
April 2012-May 2015

### Sales representative

- Customer service and sales
- Cash handling
- Oversaw a major contract to provide mobile phones to a nationwide media company.

### Supermarket City

Wellington  
February 2010-March 2012

### Delicatessen assistant

- Created store displays
  - Developed excellent customer service skills
  - Became proficient at stock management.
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## QUALIFICATIONS

### Victoria University of Wellington

Wellington  
2009-2011

### Bachelor of Commerce

Major: Marketing  
Minor: Accounting

### Wellington High School

Wellington  
2004-2008

### NCEA Level 3

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## TECHNICAL SKILLS

- Full driver's licence
- Xero accounting software
- EFTPOS and point-of-sale systems

## PERSONAL SKILLS

- Communication – in my role at Electric Al's I regularly interact with customers to find the best product for them.
  - Team management – at Electric Al's I lead a team of five. Since I started as assistant manager our sales have increased 20% in the last three years.
  - Self-management – in my roles at Electric Al's and FonesRus I was trusted to work independently and regularly exceeded sales targets.
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## COMMUNITY AND VOLUNTEER EXPERIENCE

### SPCA

Auckland  
March 2013-present

### Fundraising volunteer

- Assist in the planning of SPCA's annual fundraising campaign.

### Auckland Young Professionals (AYP)

Auckland  
October 2017-present

### Committee member

- Assist in the planning and running of AYP's bimonthly networking events.
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## ACHIEVEMENTS

- Electric Al's Employee of the Year 2017
  - SPCA Volunteer's Award 2015
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## INTERESTS

I am a very active person and enjoy swimming, playing football and running in my spare time. I am currently in training for my first half-marathon.

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## REFEREES

### Jan Claremont

Manager  
Electric Al's  
023 123 4567  
jan.claremont@electric-als.co.nz

### Rick Wylde

Owner  
FonesRus  
026 123 4567  
rick.wylde@fonesrus.co.nz