

Jake Stoubos

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Australian Citizen

OBJECTIVE

A motivated and hardworking person seeking a new career challenge in order to build upon a solid background in retail and exceptional communication skills.

EDUCATION

Completion of Bachelor of Arts (Communications & Media Management)
University of South Australia, 2013

Completion of SACE (Year 12)
Mercedes College, 2008

CAREER SUMMARY

July 2013 to Present

IKEA
Sales Co-Worker

March 2016 to Present

Basketball SA
Media Officer

2015

Rip It Up
Freelancing

April 2014

Blue Planet PR
Public Relations Intern

March 2013 to May 2013

Nestle
Merchandiser

June 2006 to July 2013

Big W
Sales Associate/Replenishment

KEY STRENGTHS

- High level computer skills including Word, Excel, PowerPoint, Publisher and Photoshop
- Exceptional written and verbal communications skills.
- Excellent organisational, time management and multitasking abilities.
- Friendly Nature
- Attentive
- Eager to learn and undertake new challenges
- Works well in a team environment and solo

CAREER HISTORY

2016

Basketball SA www.basketballsa.com.au

Media Officer

- Writing Game Reviews
- Taking action photographs at games for articles/reviews
- Reporting to the Basketball SA Communications and Marketing Manager

2015

Rip it Up www.ripitup.com.au

Freelancer

Adelaide, SA

- Have produced content for the Rip it Up Website before

April 2014

Public Relations Intern <http://blueplanetpr.com.au>

Blue Planet PR

Adelaide, SA (Able to supply Reference Letter if required)

Overview of Responsibilities

- Assisting publicists on the ground
- Overseeing media registration
- Accreditation and handling ticketing at the event
- Assisting at the pre-event press interview day by greeting media & talent and being on hand to deal with requests
- Being present to help monitor interviews
- Manning the Media Office information desk
- Dealing directly with event staff, convention guests & media professionals

Key Achievements:

- Showed dedication and enthusiasm to work hard to gain valuable experience within the public relations field
- Displayed a respectful nature and willingness to listen and observe in order to learn
- Proved to be an asset to the team, through demonstrating an understanding of media relations & Publicity
- Showed a professional manner and appearance, as well as a strong work ethic

2013

On movie set of well-known Australian actress Teresa Palmer and American producer/actor Mark Webber (The Fun in Forever A.K.A The Ever After)

- Was given permission by Teresa and Mark to blog about my experience on the day of filming
- <http://bit.ly/1POKQKL>

July 2013 to Present

Sales Co-Worker

IKEA

Adelaide

March 2013 to May 2013

OVERVIEW OF RESPONSIBILITIES:

- Using computer software to design media furniture solutions for customers
- Sharing product benefits and information with customers
- Providing visitors with a positive shopping experience through ensuring customer service standards in my area are met or exceeded
- Adhering to inventory control procedures
- Utilizing excellent communication skills to deal with a wide range of customer enquiries.

KEY ACHIEVEMENTS:

- Always ensuring customers are satisfied to the highest manner
- Making sure budgets are met if not surpassed
- Fruitfully working in different departments, thus showing my ability to adapt to different situations in a quick manner
- Constant recognition for good work by managers/supervisors
- Ability to be relied on
- Offering valued opinions and feedback
- Reaching sales targets and receiving bonuses

Merchandiser (Casual 3-month Contract) Promotional Activity.

Nestle

Southern Stores/Region, SA

OVERVIEW OF RESPONSIBILITIES:

- Planning product ranges and preparing sales and stock plans in conjunction with buyers
- Liaising with buyers, analysts, stores, suppliers and distributors
- Maintaining a comprehensive library of appropriate data
- Optimising the sales volume and profitability of designated product areas
- Controlling stock levels based on forecasts for the season
- Using specialist computer software

KEY ACHIEVEMENTS:

- Efficaciously achieving weekly/fortnightly deadlines
- Successful construction of numerous display units
- Appropriate organisation of promotional activity
- Attention to detail

June 2006 to July 2013

Sales Associate/Replenishment/Recovery

Big W

Marion, SA

HOBBIES AND INTERESTS

REFEREES

OVERVIEW OF RESPONSIBILITIES:

- Ensuring customers are served in a friendly and efficient manner
- Filling and maintaining the presentation of stock during and after trading hours
- Working cooperatively with groups and solo
- Answering customer queries and complaints in a considerate manner
- Training younger and new staff

KEY ACHIEVEMENTS:

- Ensuring budgets are met
- Given key duties by senior management to undertake and execute
- Reliability

- Technology (Cameras, Computers, Phones)
- Photography
- Music
- Writing
- Blogging
- Keeping Active (Gym, Sports)

Sally Leverenz

Communications and Marketing Manager
Basketball SA
salleverenz@gmail.com
0420 783 659

Alana Free (Able to supply Reference Letter)

Publicist
Blue Planet PR
(Supervisor/boss during my internship with Blue Planet PR)
0408 225 816

Renee Home

Sales Supervisor
IKEA – Adelaide
(Supervisor at current place of employment – IKEA)
0401 373 666

Chris Kennedy

Home Business Manager
Big W - Kilkenny
(Former Assistant Business Manager at Big W Marion)
0431 449 203