

VERITY POWELL-TUCK

verity.pt@btinternet.com

[Link for my Online Portfolio](#)

07511 997494

PROFILE

A well organised and hard working team player with strong verbal and written communication skills and excellent attention to detail. Looking for opportunities to use these transferrable skills within a friendly work environment.

EXPERIENCE

Operations Manager: Artisan Deli Market (Ditchling, East Sussex) — October 2024 - Present

My role as an Operations Manager is to ensure the smooth running of a luxury artisan hamper business. I manage all the incoming and outgoing orders, assuring they are picked and packed correctly before being sent out. All stock in the warehouse is controlled by me, which includes placing orders and checking deliveries when they arrive. I respond to all customer service enquiries, as well as liaising with suppliers in order to secure the best products available. My role also involves working with our corporate clients to make their gifting visions come to life and organising their orders for delivery across the UK. Many of the edits needed on our website are made by myself and I additionally post on our Instagram. One of my biggest achievements in this role was being the lead over two successful festive periods (the busiest periods of the year) and managing all temp workers employed at the time.

Account Executive: Black & White Comms (Fitzrovia, London) — April 2024 - July 2024

As an Account Executive, I had daily contact with clients, updating them on coverage, discussing current actions in weekly meetings and sharing reports. I also took responsibility for the agendas and minutes in meetings and began to create relationships with a number of press - having attended press appointments myself at publications such as the Evening Standard. Working alongside the senior leadership team on brands such as Garnier, BaByliss, Cosmoss by Kate Moss and Foreo, I also aided in the planning, organising and setting up of events and product launches for both press and influencers. Each month I managed and populated the ROI reports (which included analysing competitors within the industry) and created client-specific and cross-agency e-blasts.

PR Internship: Hunter Grace London (Marylebone, London) — August 2023 - March 2024

During my time as an intern I managed hundreds of product send outs across ten brands, assisted the senior team on managing ROI reports, built relationships with influencers and monitored press and influencer coverage to share with the wider team. Working with brands such as Sol de Janeiro, Dr. Hauschka, Thayers and Hello Klean, I also spent time managing stock levels, responding to press and influencer requests promptly and co-managed the Hunter Grace social media account. I was also involved with events for the brands by setting up venues, greeting press and influencers, assisting with cars and tracking feedback.

PR Internship: K&H Comms (Notting Hill, London) — April 2022 - July 2022

I spent 3 months working as a showroom assistant for K&H Comms where I sent out pieces to stylists and press that were featured in magazines and worn by celebrities. I helped to set up press and customer facing events for brands such as Wolford, Mint Velvet, Nutmeg and Gym+Coffee. In addition, I became competent in using Fashion GPS, tracking sample movement and booking couriers to send out gifting to press and influencers.

Visual Merchandising Work Experience: John Lewis (Oxford St, London) — June 2019

I worked in the Visual Merchandising department in John Lewis where I learnt about the process used to design and make the displays. This gave me valuable knowledge about brand image, merchandising and creating a cohesive design and theme which runs on a national scale.

Part-Time Job: Waitrose & Partners (Horsham, West Sussex) — December 2018 - September 2020

As a shop assistant I learnt about the working environment, which has given me life skills and more confidence to engage with both colleagues and customers. My time was spent primarily on the shop floor and at the checkouts.

EDUCATION

University for the Creative Arts (Epsom, Surrey) — October 2020 - July 2023

BA(Hons) Fashion Promotion & Imaging - First Class

St Paul's Catholic College (Burgess Hill, West Sussex) — September 2018 - July 2020

A-Levels in: French - A, Art - A, English Literature - B

Warden Park Academy (Cuckfield, West Sussex) — September 2013 - July 2018

GCSEs in: English Language - 7(A), English Literature - 6(B), Maths - 7(A), Double Science - 8,7(A*,A), French - 9(A**), History - 6(B), Art - 9(A**), Drama - 7(A)

SKILLS

- Proficient in Microsoft Suite and Canva
- Adept in social networking including Instagram and TikTok
- Excellent attention to detail, highly organised and reliable
- Team player and strong independent worker
- Managing up to senior team with deadlines
- Competent in Fashion GPS and Diary Directory
- Basic skills in: Adobe Photoshop, InDesign, Illustrator & Dimension and Premiere Pro

HOBBIES & INTERESTS

Dance (ballet, modern, tap and jazz), reading, art, keeping fit, shopping, watching films and spending quality time with friends and family.

REFERENCES

Available on request