

JANE DOE

Gosport · Hampshire

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I am a dedicated Business Administrator and always strive to provide exceptional work. I am organised, timely and enjoy a difficult role that will push me to develop my current skills. I have experience working in teams to complete projects set by managers and always complete tasks set in a professional manner to the highest standards. I am looking to secure a position that encourages me to develop not only my current skills but new ones as well.

EXPERIENCE

NOVEMBER 2017 – CURRENT

ADMINISTRATOR, TRAINING PROVIDER

I am involved in the day to day running of the office, ensuring that all other members of staff are fully supported in their roles.

Key responsibilities

- Handling incoming calls
- Handling incoming mail
- Induction of new staff
- Resolving IT issues
- Creating blog posts

Key Achievements

- Passing my ICT Functional Skills Level 2
- In the process of completing my apprenticeship

JUNE 2017 – SEPTEMBER 2017

STREET FUNDRAISER, CHARITY WORKER

During my time with the charity I worked on high streets across Hampshire to encourage people to sponsor a guide dog puppy.

Key Responsibilities

- Engaging with members of the public
- Confidently selling the Adopt a Puppy Scheme
- Handling personal and delicate information
- Informing those that sign up of all the information they will receive

Key Achievements

- Developed a lot of confidence
- Consistently above target

SEPTEMBER 2016 – OCTOBER 2017

WAITRESS, GREEN KING

I was responsible for greeting customers, showing them to their table and looking after them for the duration of their meal.

Key Responsibilities

- Ensuring tables were set up for bookings
- Managing bookings so that we were not too full
- Taking orders for groups and ensuring they were inputted correctly on the system
- Handling telephone queries

Key Achievements

- I supported myself through University
- Learnt organisation and time management skills

MAY 2016 – SEPTEMBER 2016

WAITRESS/BARTENDER, LOCAL PUB

During my summer away from Uni I worked as a waitress in a local pub and developed the relevant new skills that this included.

Key Responsibilities

- Greeting Customers
- Taking telephone bookings
- Ensuring that all customers orders were taken and fulfilled correctly
- Working as a team with the kitchen to ensure all customers were happy with their meals
- Checking ID

Key Achievements

- Developed team working skills within a small team
- Given responsibility of closing down the pub at the end of the night

MAY 2016 – SEPTEMBER 2016

TEAM MEMBER, SHOE SHOP

As well as working at the Jolly Rodger, I also trained as a kid's shoe fitter at a popular shoe shop to ensure that all children were provided with excellent fitting shoes before they went back to school.

Key Responsibilities

- Making children feel relaxed and comfortable during the fitting
- Ensuring that all measurements are taken correctly
- Finding the correct size and style in the store room
- Checking the fit of the shoe once it is on
- Recommending similar styles
- Upselling products

Key Achievements

- Learning how to measure and fit children's shoes
- Having a high percentage of upsells

DECEMBER 2015 – MAY 2016

GROOM, STUD YARD

In my first year at university I assisted in the day to day running of the Stud yard, ensuring that all horses always had the best care.

Key Responsibilities

- Feeding horses morning and evening
- Taking horses to the correct field as and when required
- Ensuring that any horses that were needed for lessons were in, groomed and prepared in advance
- Mucking out and keeping all stables to Stable Managers expectations
- Keeping the yard presentable always

Key Achievements

- Learning to think on my feet to overcome unexpected problems
- Learnt to take calculated risks when needed
- Developed a keen awareness of health and safety regulations

JUNE 2015 – SEPTEMBER 2015

WAREHOUSE OPERATIVE, SUPPLY COMPANY

I worked as a warehouse operative ensuring that all orders were met on time and to the high standard expected by the company.

Key Responsibilities

- Fulfilling orders in a timely and accurate manner
- Reporting any malpractice or health and safety hazards
- Ensuring all orders are packaged correctly and placed on the correct dispatch trolley

Key Achievements

- Learning and mastering a new system
- Maintaining a consistently high pick rate

JUNE 2014 – JUNE 2015

CUSTOMER SERVICE ASSISTANT, FARM SHOP

I worked Sundays starting on the tills and progressing to customer service desk after only a few weeks. I oversaw setting up and closing the tills each day and handling customer queries.

Key Responsibilities

- Setting up the tills in the morning
- Handling incoming calls
- Dealing with returns or exchanges
- Cashing up the tills at the end of the day

Key Achievements

- Being given the responsibility of cashing up the tills
- Picking up extra shifts and always being reliable

SEPTEMBER 2013 – JUNE 2014

PLAY ASSISTANT, INDOOR PLAY CENTRE

I worked Sundays while I finished school at an Indoor Play Centre where I was responsible for ensuring the children's safety at all times.

Key Responsibilities

- Checking equipment to ensure it is safe to use
- Preparing food for parties
- Hosting parties
- Ensuring parents are aware of health and safety, and fire procedures

Key Achievements

- Gained cash handling experience
- Learnt how to assess for health and safety risks

EDUCATION

MAY 2018

FOUNDATION DEGREE EQUINE BEHAVIOURAL SCIENCE, UNIVERSITY

I completed two years of university studying the science behind equine behaviours, this has given me an analytical approach to problems that I face. During my time at Writtle I completed coursework on the business aspect of managing horses and had to compile large amounts of data into easy to read infographics so that I could present this to my peers in a way that would be engaging. The two years I spent at Writtle have given me skills in self-management, prioritisation and team work as I completed two assignments that were group based.

AUGUST 2015

A LEVELS, COLLEGE

- Biology – Grade D
- Communications and Culture – Grade C
- Extended Project Qualification – Grade C

JULY 2013

GCSE, SECONDARY SCHOOL

- Maths – Grade A
- Biology – Grade B
- Chemistry – Grade B
- Physics – Grade B
- English Literature – Grade B
- English Language – Grade B
- Statistics – Grade B
- Music – Grade C
- History – Grade C
- Spanish – Grade D

BTEC, SECONDARY SCHOOL

- Extended Certificate in Engineering – Grade A*



FUNCTIONAL SKILLS, SECONDARY SCHOOL

- Maths Level 1 – Pass
- MATHS LEVEL 2 - PASS

SKILLS

- Time Management
- Organizational
- Team work
- Reliable
- Professional

ACTIVITIES

I have a keen interest in horses and have been riding since I was 10, this has given me the ability to react to situations as they arise as you do not have time to stop and think if something goes wrong while horse riding. I am also very interested in training horses and dogs and have helped multiple friends train their pets, this has taught me patience and perseverance as well as given me the ability to think outside the box as there is no one size fits all for training animals. I also play piano in my spare time as this helps me to keep my brain active as I am still teaching myself to read music.