Flat 4

My Tower

A Large Grove

Bournemouth

BH9 1PA

Sherwin Test 18/12/1994

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**PERSONAL PROFILE**

I am a reliable and hardworking individual who is capable of working well within a team, showing consideration to others as well as working on my own initiative. I am polite and friendly and having developed many skills as well as communication service skills. I have a willingness to undertake any training which may help me in a job role. I can prioritise my work loads, work well under pressure and meet self deadlines.

**EDUCATION**

2011-2012-Sutton Coldfield

I studied Business and Admin at a level 2, the course covered

* ICT
* Word Processing
* BTEC Admin
* NVQ Portfolio
* Functional skills English

NVQ level 2 Achieved – All levels

2006-2011-JohnHenryNewman Catholic College

* Health and Social care level 2-achieved 3 pass and 1 merit-GRADE C
* Child Development level 2-achieved 4 pass-GRADE C
* English-GRADE D
* Maths-GRADE E

**EXPERIENCE**

2010-2011-Food catering employee, Birmingham

* Liaising with customers
* Taking orders
* Cash handling
* Food preparation
* Adhearing health, safety and hygiene
* Ensuring cleanliness was maintained at the end of each shift
* Replenishing stock and displaying goods
* General cleaning and maintenance
* Complete all tasks on time within the deadline for opening

**Work experience**

Our Ladys primary school, kitts green, Birmingham

* Positive thinking
* Rules and Regulations
* Communication skills
* Health and safety
* Computer skills

**Skills and qualities**

* Customer service
* Organised
* Honest
* Reliable
* Patient
* Basic computer skills
* Fo9lloeing instructions
* Cash handling
* Working as part as a team
* Working on own initiative
* Understanding of health and safety issues and requirements

**REFERENCES AVAILABLE ON REQUEST.**