

Name: Connor Peters
Birth Date: 01/06/1999
Address: 19 Hartland Way, Morden, Surrey
Email: c.peters068@gmail.com
Mobile No: 07554 383381

Personal statement

I am a highly motivated and hardworking individual with a positive 'can-do' attitude, excellent at juggling multiple tasks and working under pressure. I take pride in my work and aim for the highest possible standard. I achieve this by having a high level of attention to detail and quality. I have demonstrated this through my grades at GCSE, A-level and in the foundation and first year of an undergraduate BA degree in communications and digital culture at the University of Essex. Additionally, I have succeeded within the workplace at Sutton Tribunal Service, B&Q, Merton College and Carshalton College. I enjoy being a friendly and helpful person, always striving to better an individual or group.

My instinctive computer skills have aided me throughout my education and career. I very much enjoy creating things through using technology and discovering how to use new types of technology to make my creations better and to work more efficiently. I also have enjoyed working in teams during my previous employment.

I have never had issues with attendance in the past. I am a responsible person who is hard working, resilient, honest, and a perfectionist. In the future, I hope to lead a career which involves my passions and to have a chance to travel the world to see wonders, experience different things and cultures, and improve my knowledge. I am keen to continue learning and would be happy learning new skills at the same time as gaining practical experience.

Experience

- **Employment 1**
 - **Employer name/address:** HMCTS Copthall House, Grove Rd, Sutton SM1 1DS
 - **Nature of work:** Administrative assistant
 - **From:** Nov 2017
 - **To:** Jun 2018
 - **Full/part time:** Full Time
- **Employment 2**
 - **Employer name/address:** B&Q Sutton Ct Rd, Sutton SM1 4RQ
 - **Nature of work:** Stockroom Customer Advisor
 - **From:** Nov 2018
 - **To:** Jun 2019
 - **Full/part time:** Part Time
- **Employment 3**
 - **Employer name/address:** Merton College, London Rd, Morden SM4 5QX
 - **Nature of work:** Enrolment Officer
 - **From:** Aug 2021
 - **To:** Aug 2021
 - **Full/part time:** Full Time (Temporary)
- **Employment 4**

- **Employer name/address:** Carshalton Boys Sports College, Winchcombe Road, Carshalton SM5 1RW
- **Nature of work:** COVID-19 Response
- **From:** Jan 2022
- **To:** Jan 2022
- **Full/part time:** Full Time (Temporary)

I have worked as an administrative assistant for HM Courts & Tribunals Service from 07/11/2017 to 22/06/2018, working full time – 37 hours a week. My tasks included complex data entry, copying large volumes of Tribunal papers, and sending out session bundles to Tribunal panel members. I worked in a part of a team that came into contact with the appeals, conversing with Tribunal panel members and venues over the phone, through email and in person. Throughout this process, I had very positive interactions with my various colleagues and managers I had over this period which enabled me to progress very quickly, given that that was my first job, and expand my skill set as I developed. This introduction into the workplace taught me a lot in terms of coping with working under pressure to meet figures and deadlines, as well as developing my ability to easily and efficiently communicate with others in a professional manner.

Education

Glenthorne High School: 2010 - 2017

GCSE

- Biology: A
- Chemistry: A
- English Language: A
- English Literature: B
- French: C
- Geography: A
- Maths: A
- Media Studies: A
- Physical Education: C
- Physics: B
- Religious Studies: B
- Science (Core): A

AS

Media Studies: B
Film Studies: C

A-levels

Media Studies: B

University of Essex: 2019 – Present

BA Communications and Digital Culture (Including Foundation Year)

Foundation Year: First-Class Honours

Year One: First-Class Honours

Interests

I have interests in new technologies, and how people use them in everyday life as well as the influence of media on our lives. I enjoy watching films and being surrounded by an abundance of interesting media texts. I also sometimes enjoy using my creative skills to experiment in Photoshop and Premiere Pro. I stay up to date on most forms of social media and check what the current trends are. I have also enjoyed using Blogger in the past to analyze media texts that I found interesting. In recent years I have dedicated some of my free time exploring ideas of psychology and politics. I enjoy exposing myself as much as possible to views that differ from my own in order to challenge and develop my way of thinking. In addition to this I go to the gym regularly and enjoy staying fit and healthy.