

# CONOR SINCLAIR

## **PERSONAL PROFILE**

I am a hardworking, dependable, ambitious young man. I am independent and self-motivated with good leadership qualities, but am also an enthusiastic team player. I am a people person, confident and happy to communicate with a range of individuals from all walks of life. Working at Ocado, Fopp and Stairways has taught me the value of punctuality, following instructions accurately, and how to handle day-to-day problems appropriately.

## **KEY SKILLS**

- [ Adaptable and quick to learn new skills
- [ Excellent communication skills
- [ Excellent customer service skills
- [ Exceptional numeracy skills
- [ Proficient on all Microsoft office packages
- [ Competent on both Mac and PC

## **WORK EXPERIENCE**

### **OCADO**

*NOV 2015 - PRESENT*

I currently work for Ocado, the online supermarket, driving their vans delivering groceries across the south-west. Most of my job revolves around safely maneuvering the sizable vehicles on the road, as well as providing friendly courteous service on the customers' doorsteps. The job requires me to constantly assess new situations and handle them with due caution.

### **FOPP**

*OCT 2013 – NOV 2015*

I worked full-time at Fopp for just over 2 years, a shop in central Bristol selling music and films. My responsibilities were first and foremost to serve customers and assist them to locate items or to make decisions as to which product would best suit them.

I was responsible for new stock and associated admin. I ensured the store was tidy, organised and up to the high standards the company expects. I grew in my time there to become an essential member of the team and was trusted to run whole floors of the store alone for extended periods of time.

### **STAIRWAYS**

*SEP 2014 – NOV 2015*

To supplement my income during this time, I worked in the evenings cleaning offices in the central Bristol area. I handled the daily maintenance of workstations, bathrooms and kitchens as well as removing waste and ensuring the site was properly

locked and alarmed when I finished.

## **MORRISONS**

*NOV 2012 – AUG 2013*

I worked as a check out assistant at Morrison's supermarket in Yate. I provided excellent customer service both on the checkout and within the store and trained new staff as they joined the store. In addition to the checkouts I was often called upon to work within other departments, stocking shelves, collecting trolleys and covering staff absences.

## **ST. PETER'S HOSPICE**

*MAR 2012 – NOV 2012*

I volunteered every Saturday at my local St Peter's Hospice charity shop where I became a vital member of the workforce. I sorted donations for resale, organized the shop, answered customer queries and operated the till.

## **EDUCATION**

### **BRISTOL UNIVERSITY**

I completed the first year of a chemistry degree at the prestigious University of Bristol. However, I realised that I do not want to pursue a career in science and I did not return to complete the course in September 2014.

### **ST BRENDANS SIXTH FORM COLLEGE**

*SEP 2011 – JUL 2013*

#### **A LEVELS**

Mathematics: A\*

Chemistry: A

Further Mathematics: B

AS Biology: A

### **THE RIDINGS: WINTERBOURNE ACADEMY**

*SEP 2007 – JUN 2011*

#### **GCSE GRADES**

English Language, English Literature, Chemistry, Physics, Maths: A\*

Religious Studies, Spanish, History, Biology, IT: A

## **INTERESTS**

Music is my passion. I love producing new music from a variety of old songs and sounds using my mac to create new, unique styles and soundscapes.

In recent months I have set up my own independent record label to showcase local artists and organize music events at Bristol venues.

Another keen interest of mine is travel. I have explored much of Europe and parts of Asia in recent years.