

Keely Dunn

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Personal Profile

I am a dedicated and hardworking individual, who can work effectively in a team or independently. I can openly contribute diverse ideas to discuss and put into practice, and would appreciate the opportunity to further develop my communication skills. I am highly organised, always accepting of a challenge and a chance to prove my capabilities.

Previous Employment

Swire Kent – Gardener

Luton House, The Street, Selling

April 2023 – November 2023

I have been working as a gardener at Luton House since March in an extended seasonal contract which will expire at the end of November. My duties comprise of maintenance of the gardens, chiefly including weeding, dead-heading and planting. I have enjoyed having the opportunity to work independently on my set projects and as part of a small team.

Tesco Express – Customer Assistant

Tesco Express, Canterbury Road, Sittingbourne

August 2021 – February 2023

I took on this position as a weekend role alongside my BSc course, and remained following its completion. My contracted hours included weekend closing shifts, alongside flexible overtime. My responsibilities primarily included customer service at till point, removing deliveries from the lorry and putting stock out to shop floor, and maintaining a tidy appearance of the shop.

Home Bargains – Store Assistant

Home Bargains, Spirit of Sittingbourne, Sittingbourne

October 2020 – August 2021

I worked consistently and flexibly at this position over the Christmas period, taking on overtime as needed by management. My roles included putting delivery stock out to shelf and keeping the store tidy, assisting customers on the till as well as on shop floor, helping to find items and answering any queries.

Boots – Customer Assistant

Boots, Fremlin Walk, Maidstone

December 2018 – November 2020

I originally began this position as a member of temporary staff during the Christmas period, but my contract was extended to a permanent position due to perceived excellent customer service skills by the manager at this time. I have worked flexibly in both full time and part time hours at this position over a span of 21 months and I therefore have amassed extensive experience with interacting with and advising customers, putting out stock and keeping shelves tidy, rebuilding shelf modules and performing stock takes.

Hever Castle – Gardener

Hever Castle, Edenbridge

July – September 2018

I was employed at Hever Castle during the summer of 2018 after having previously done volunteer work there; having no formal education in this field, I was required to successfully learn skills whilst working, including use of tools and accruing plant knowledge, particularly in order to assist visitors with queries. During this time, I demonstrated my ability to work efficiently both within a team and independently. I was also sometimes required to work under pressure or outside necessary hours to ensure given tasks were fully completed.

Other

I have some work experience as a veterinary nurse and receptionist within a surgery setting, and have done volunteer work at the Kent & East Sussex railway as a waitress during Christmas. I have also been involved in rainforest biodiversity and conservation work in Honduras with expedition organisation Operation Wallacea.

Education

Canterbury College

September 2019-June 2022

Animal Science (BSc) – First

Westlands Sixth Form

September 2016-June 2018

Biology (A-Level) – D

Chemistry (A-Level) – D

Art and Design (Level 3 BTEC) – Merit

Westlands School

September 2011-June 2016

English Language (GCSE) – A*

Maths (GCSE) – B

Science Core (GCSE) – A

Science Additional (GCSE) – B

English Literature - B

Catering – B