

OBJECTIVE

A reliable and well-organized professional with strong problem-solving and customer service skills. Experienced in handling documentation, maintaining efficient workflows, and collaborating with teams in fast-paced environments. Seeking a role where I can go above and beyond to enhance daily operations while developing new skills.

EDUCATION & CERTIFICATIONS

Google Data Analytics Certificate

- Comprehensive training with spreadsheets, SQL, R, Tableau, data cleaning, visualization, and business insights.
- Practical experience working with datasets and relational databases.
- (Can provide proof of certification upon request)

Yateley School, Hampshire (2015 – 2019)

- Achieved 5 GCSEs, including English Literature, Maths, and Triple Science.

EXPERIENCE

Cleaning, Laundry and Autoclave Operator | The Pirbright Institute, Pirbright (April 2024 – November 2024)

- Maintained accurate records and supported operational processes.
- Assisted with stock handling and procedural documentation.
- Worked as part of a team to ensure smooth workflow and efficiency.

Butcher | Morrisons, Fleet, Hampshire (July 2021 – November 2023)

- Monitored stock levels and ensured timely replenishment.
- Provided high-quality customer service and product recommendations.
- Adhered to health, safety, and hygiene regulations in a busy retail environment.

Front of House Team Member | KFC, Welcome Break M3, Fleet Services (January 2020 – July 2021)

- Acted as the first point of contact for customers, ensuring a professional and welcoming service.
- Managed customer orders, processed payments, and assisted with queries.
- Developed strong teamwork and multitasking skills in a fast-paced setting.

SKILLS

- Strong attention to detail and ability to follow procedures.
- Customer service expertise, including handling inquiries and problem-solving.
- Comfortable using computers for basic tasks, including data entry and record-keeping.
- Adaptable and proactive team player, able to multitask in a busy environment.

ADDITIONAL INFORMATION

- Professional and presentable, with a strong work ethic.

- Able to support across different tasks as needed.
- Committed to maintaining an organized and safe workplace.