

**Gary Robert Hughes**  
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## **Profile**

A trustworthy, goal-oriented and keen computer enthusiast who enjoys gaming, video editing, building and maintaining computers. I am knowledgeable and quick to identify and resolve problems. I have over 10 years experience in a mixed warehouse/office environment. Experience in picking and packing documents, and some retail goods with a high level of speed and accuracy. A strong team member who is quick to grasp new processes and learn new skills and methods of working to meet deadlines and achieve business targets. Excellent time management, an analytical approach to work and genuinely positive by nature. Ready to start in a new office related position as soon as possible and looking to further develop skills and experience with any available training.

## **Key Skills and Abilities**

- Computer Literate – Able to operate Microsoft Word, Excel and Outlook to a good standard.
- Strong organisational skills and time keeping.
- GCSE grade C in Maths, English and equivalent Key Skill level 2 in ICT.
- Excellent team member who integrates well with people from all backgrounds.
- Proven ability of working independently with minimal supervision.
- Punctual and good at working to deadlines.
- Friendly, honest and trustworthy with a driven work ethic and positive attitude.

## **Employment History**

**Iron Mountain (UK) Services Ltd.**

**Data Centre Specialist Level 3**

**Nov 07 – Dec 19**

### **Achievements:**

- Worked my way up from Data Centre Specialist level 1 to 3 with training and performance reviews. Attaining level 3 showed I was able to operate the Safekeeper plus database system to a high standard and complete a wide range of tasks with little to no assistance.
- Management was confident enough in my performance and abilities to put me in control of the sites outbound station, sometimes working by myself and supporting the training of new temporary and full time staff.
- Consistently achieved a minimum of 95% in personal performance targets which contributed to receiving quarterly bonuses.

Responsibilities included releasing orders of requested retrievals, picking boxes and documents, scanning barcodes with handheld scanners, replacing damaged packaging, prepping and maintenance of printers and checking off correct numbers of boxes against batch lists. Boxes needed putting away after in-bounding. Other duties included consolidating shelves of boxes to maximise available empty locations for storage, resolving errors in the database or on handheld scanners by checking printed reports and notifying a team leader, carrying out regular warehouse equipment checks, general admin duties, tidying of warehouse and desk space and attending meetings on a weekly/monthly basis.

**John Lewis**

**Christmas Temp. Shelf Filler**

**Nov – Dec 06**

- Assisting customers with enquiries, bringing stock from the storerooms to the shop floor & stock taking.
- Organising shop floor displays and keeping work areas tidy.

I joined TLC on a work placement from JHP Training in order to gain an NVQ Level 2 apprenticeship in Administration, which I completed in March 2006. I worked in two different areas within the company and obtained good experience.

Primarily I worked within the Warehouse Logistics side of the company which involved the following: -

- Picking and packing stock
- Loading and unloading vehicles from small trucks to freight containers
- Arranging collections and booking deliveries
- E-mailing contacts using Microsoft Outlook

I also worked within the Freight Forwarding side of the company which involved the following: -

- Creating shipment files from the Freight Manager 2000 database
- E-mailing colleagues and customers worldwide
- Producing and filing invoices, credit notes and cheque requests
- Updating vessel arrival details on a Microsoft Excel Spreadsheet

## **Education / Training**

- GCSE C grade in English, Maths, Science & Geography.
- Key Skill Level 2 in ICT (equivalent to GCSE C grade).
- NVQ Level 2 in Administration.
- Training courses in manual handling, fire safety & prevention, racking inspection, data protection and general health & safety.

### **JHP Training, Chatham, Kent**

#### **Taster Programme**

**Jul to Oct 04**

I received vocational training in administration and retail work as well as training on the Microsoft Access and PowerPoint packages as well as Health & Safety. This was followed by a one-week work placement at **Virgin Megastore in Chatham** on general retail shop work and a two-week work placement at **Halifax Estate Agents in Gravesend** on general office, sales and administrative duties.

### **Prince's Trust, Northfleet, Kent**

**Jun – Aug 07**

#### **Team Programme course including a local Community project**

Activities and work included managing a community project, leading a small team to achieve set goals, learning about food hygiene, drugs, alcohol and their effects, Health & Safety and a range of team building activities.

For the 2 week Community project the team agreed on providing the children at a local nursery, Sunflower Nursery in Gravesend, with a garden area fit for them to learn and play in. The project included everything from fund raising to clearing and relaying the play area with bark and gravel.

## **Interests**

Working on / building computers.

Playing video games.

Watching films and going to the cinema.

Country park and coastal walks.

Ten-pin Bowling.

## **References available on request.**