

Harrison Frost

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A college graduate with 5 years of experience in computing. Working as a team, I managed databases, inputted data to online portals and designed computer networks. I am now looking to develop these skills further and to pursue a career in the IT industry within the Leeds area.

KEY SKILLS

- I have developed excellent Communication Skills, relaying important information to staff at all levels as an Admin Assistant at Leeds City College for two weeks as work experience.
 - I have developed my computer skills, using Microsoft Word, Powerpoint and Excel as a student at Leeds West Academy for over five years.
 - I have improved upon my time management skills, being on time for Spear sessions for six weeks.
 - I developed my project management skills, managing time for tasks in projects at Leeds City College for 1 year.
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RELEVANT WORK EXPERIENCE

Leeds City College – Admin Assistant (Work Experience)

July 2017

- Responsible for updating databases, inputting data into Excel and Word and adding data to a European Online Portal
 - Identified missing information from Google Classroom, demonstrating my attention to detail
 - Applying organisation skills by logging documentation, organising files and printing documents which were needed for the week ahead
 - Learned how to take information from physical to digital databases
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EDUCATION AND TRAINING

Spear (Personal and Career Development Programme)

September 2021 – October 2021

- Developed confident communication and interpersonal skills: delivered presentations, networked with professionals, and demonstrated effective teamwork
- Implemented change based on feedback
- Demonstrated reliability and organisational skills over the six-week programme

Leeds City College - Printworks Campus

September 2018 – June 2020

- GCSE English Language 5
- BTEC National Extended Certificate in Computing (Merit)
- BTEC National Diploma in Computing (Merit Pass)

Leeds West Academy

September 2013 – June 2018

GCSEs in

- Combined Science 4, 3
- Computer Science 3
- English Language 2
- English Literature 2
- Geography 3
- Information and Creative Technology P3
- Information & Cash in (Linear) B

- Mathematics 4
 - IT User Skills in Open Systems & Enterprise C
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INTERESTS, HOBBIES AND SKILLS

- I enjoy watching YouTube videos about technology and gaming
- I like listening to music as it helps me relax, especially music from the 60s-80s
- I also play RPG computer games and Xbox games
- Technical skills: Excel, Word, PowerPoint, Visual Studio (basic)