

# Emily Riley

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After finishing school and starting college next term I am hoping to pursue a part time job to start my working career. I am a highly-driven, outgoing and resilient with passions for sport, and helping others I will thrive in this costumer-facing role.

I like working with people. this company would be a great opportunity for me as a part time as a team member would be a great opportunity as it already interests me and I can acquire many positive skills that can make the working environment a joyous place for customers. since finishing secondary school in June 2023 I am looking for a part time job which will Benefit me greatly and also the company's reputation. Within a job I am accessible and looking for part time employment that will develop and improve my range skills such as teamwork and independence.

## Personal Details

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**Driver's License:** None

**Eligible to work in the UK:** Yes

## Work Experience

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### Swimming Instructor

Life Leisure - Stockport

July 2022 to July 2022

For my work experience I did a week of teaching swimming and many admin tasks. In my role I had to have good communication skills to assist anyone that need some advice. I learnt how to adapt to problems and find appropriate solutions independently. As an employee I would be successful at helping others and putting costumers before myself.

## Education

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### Working towards gsce

St Thomas more - Denton

September 2018 to June 2023

### GCSE

St Thomas more rc college - Denton

September 2018 to June 2023

## Skills

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- Microsoft Word

- CPR
- First aid (1 year)
- Time Management

## Awards

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### **Idea bronze award**

December 2022

The idea bronze award shows digital media skills and is a clear indication that I can use a computer. Idea is about problem solving on a computer and coming up with different ways by having resilience.

### **Duke of Edinburgh**

## Groups

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### **Tameside netball club**

September 2019 to Present

I really enjoy physical activity such as netball the allows me to progress my Co ordination and reaction time. Within my time competing at a decent level i volunteered as coach to have more leadership experience.I also qualified in a first aid course that I undertook last year.