

Oliver Bottomley – C.V

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Personal Profile

I am an ambitious and hard-working individual, currently enrolled at Peterborough College attending a 2 year Graphic Design Course. I work well using my own initiative and as part of a team, always focusing on the task at hand, ensuring it is completed to a high standard. Despite my limited experience within the workplace, I am highly motivated and keen to learn.

Career Summary

June 2019 - November 2019 Peterborough Greyhounds

- Greeting customers and waiting on them
- Giving guests accurate bills then taking payment from them in cash or credit cards
- Ensuring a high level of hygiene, including regular hand washing and hand sanitisation
- Cleaning, tidying and sanitising customer areas
- Preparing cutlery ready for use and setting up tables for customers

June 2022 - November 2019 Krispy Kreme

- Greeting customers and taking orders at the tills and with drive-thru
- Giving guests accurate bills then taking payment from them in card or contactless payments
- Ensuring a high level of hygiene, including regular hand washing and hand sanitisation
- Cleaning, tidying and sanitising customer seating and tables
- Making sure the machines, cutlery, display and staff is cleaned before closing ready for the morning shift

Key Skills & Achievements

- Reliable, confident, motivated and friendly
- Flexible, adaptable and punctual
- Proficient in all areas of Microsoft Office, including Word, Excel and PowerPoint
- Knowledgeable with the Adobe Collection, predominantly Photoshop, Premiere Pro and Lightroom
- Participated and graduated Wave 2 of NCS (National Citizenship Service)

Education & Qualifications

2014-2019	Sir Harry Smith Community College	Qualification	Grade
• 2019	Business Studies	GCSE	3
• 2019	English Literature	GCSE	4
• 2019	English Language	GCSE	3
• 2019	Science	GCSE	2
• 2019	Information Technology (I.T)	GCSE	Distinction
2019-2022	Peterborough Regional College	Qualification	Grade
• 2020	Level 2 - Photography	BTEC Level 2	Merit
• 2021	Level 2 -Media	BTEC Level 2	Merit
• 2021	Maths	GCSE	4
• 2022	Level 3 - Graphic Design (Year 1/2)	BTEC Level 3	Pass

Hobbies & Interests

I am a keen photographer especially wildlife on the Norfolk Broads and I enjoy sharing my photos on my FaceBook page **Oliver B. Photography**. I am also an avid gamer and primarily enjoy team-based games. For the last 2 years I have been creating my own graphics such as logos, banners, car liveries and texturing clothing models for a platform/game called FiveM and other social media GFX.

References

Personal references are available upon request.