Jack Hawes

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**PERSONAL PROFILE**

I am a responsible individual who is able to work both independently and as part of a team. I have gained excellent customer service skills from my current employment. I have an excellent work attendance and punctuality record. I enjoy any Information Technology related work and plan to pursue a future career in this field of employment. I am keen to continue learning and would be happy developing new skills, at the same time as gaining practical experience, in any occupational environment offered to me.

**EDUCATION**

Having completed my GCSE and A Level studies at Brockhill Park Performing Arts College and am now studying at Canterbury Christ Church University. I am committed to my studies, which has reflected in my consistently high marks in assignment work.

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| --- | --- | --- | --- |
| **DATE** | **SECONDARY SCHOOL** | **A LEVEL SUBJECT** | **GRADE PREDICTED** |
| JUNE 2020 (PREDICTED DUE TO CORONAVIRUS) | BROCKHILL PARK PERFORMING ARTS COLLEGE | ENGLISH LITERATURE | C |
|  |  | BUSINESS STUDIES | DISTINCTION |
|  |  | ICT | DISTINCTION\* |

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **SECONDARY SCHOOL** | **GCSE SUBJECT** | **GRADE OBTAINED** |
| JUNE 2018 | BROCKHILL PARK PERFORMING ARTS COLLEGE | ENGLISH LITERATURE | 7(A) |
|  |  | ENGLISH LANGUAGE | 7(A) |
|  |  | MATHEMATICS | 5 (Strong Pass) |
|  |  | COMBINED SCIENCE | 4/5(Strong Pass) |
|  |  | FRENCH | 5(Strong Pass) |

In addition to this, I have achieved many more qualifications such as Media studies, History, Citizenship and Religious Studies as strong passes.

**EMPLOYMENT HISTORY**

**Employer: Screwfix**

**Date of Employment:** September 2020 – still employed.

**Job Role:** Retail Assistant

As of current I am employed at Screwfix, which involves me being responsible for the organisation of a warehouse and promoting excellent standards when it comes to customer service. Furthermore, I am fully responsible for my actions when it comes to serving individuals under 18 as I have to ensure the product they require is at their age rating.

**Employer: Payden’s Pharmacy**

**Date of Employment:** August 2018 – September 2020.

**Job Role:** Pharmacy Assistant

I previously maintained a responsible role at Payden’s Pharmacy since the age of 16. The role includes providing prescriptions to customers, stock checks and till work. This job allowed me to gain confidence and skills such as teamwork, problem solving and customer service. I maintained an excellent work punctuality and attendance record.

**SKILLS AND ABILITIES**

I possess advanced computer skills, including experience on programs such as Visual Studio, Github and Microsoft Office applications. Moreover, I have developed knowledge on website building via Note Pad++, as well as database handling through Microsoft Access.

I enjoy working in groups, sharing ideas and resolving problems, as well as using my own initiative to help others and develop my own learning.

**HOBBIES, INTERESTS AND ACHIEVEMENTS**

2016 - Brockhill Park School Academy Student of the Year award.

2014 - Canton Martial Arts – Dojo most improved student award.

I attended karate for over five years and plan on gaining my black belt in the near future. This practice highlights my continuous goal to push outside my comfort zone.

During my time at sixth form, I volunteered as a peer mentor, which included supporting younger year students with their reading and maths skills. This shows my passion in supporting others as well as obtaining a higher knowledge and skills.

I have also been involved in community events, such as becoming a steward at the 2019 Hythe Venetian Fete, which involved helping stabilise one of the attractions being pulled by a boat.

**REFERENCES**

Anne Nortcliffe – anne.nortcliffe@canterbury.ac.uk