**Jonah Ritchie**

**5A Harrytown Hall**

**Harrytown**

**Stockport**

**Cheshire**

**SK6 3BT**

**Email:** [**jonahritchie01@gmail.com**](mailto:jonahritchie01@gmail.com) **Mobile 07464799739**

**PROFILE**:

I am organised and punctual, and pride myself on being able to work well as an individual when required but also as a good team player. I am friendly and approachable and always apply myself 100% to whatever task I have been assigned.

A highly motivated and dedicated individual, I have recently completed my secondary education and am currently attending Aquinas College where I am looking to gain A levels in Business Studies, Government & Politics and Law.

During in my time in secondary school, I was very active in extracurricular activities outside of normal lessons; including being selected to be part of a mentoring programme within the school that involved helping younger students develop strategies to deal with work and home related matters. I was also a key contact for them should they have any issues that they felt unable to talk to a teacher or family member about. I was also lucky enough to be selected as part of the ‘Modern United Nations’ programme that involved high-schools from all over Manchester meeting up and debating issues such as human trafficking. As part of this I also met Nick Clegg.

**Previous Work Experience:**

Meridian Business Support: Aug 2018 - Present

I have worked for Meridian for almost one year now as a temporary HR Admin Assistant. My job is to make all hard copies of employee files into digital copies on the computer, by scanning important documents and transferring information. Working at Meridian has allowed to improve upon my organisation skills as I have to ensure the job gets done efficiently and to a high standard.

McDonald's: Jan 2018 – Sept 2018

I worked at McDonald's as a Crew Member. During this time, I was trusted with many tasks such as taking orders and handling money, as well as dealing with customer complaints. From working at McDonald’s, I learnt the importance of team work and the skills necessary for customer service in a professional way.

**Education:**

Kingsway High School – Sept 2012 – Apr 2016

Harrytown High School –Apr 2016 - Jun 2017

**GCSE Results**

English Language GCES 5 (Equivalent B)

English Literature GCSE 4(Equivalent C)

Maths GCSE 4 (Equivalent C)

Core Science GCES B

Additional Science GCES B

Computer Science GCSE B

Business Studies GCSE B

ICT GCSE B

Geography GCSE C

**Aquinas Sixth Form College** - Sept 2017 – June 2019

**A-Level Target Grades**

Law C

Government and Politics C

Business Studies B

**The University of Huddersfield –** sept 2019 - present

I am currently studying Computer science and cyber security (BSc)

**Key skills & personal qualities**

* Debating as part of the Model United Nations
* Started a successful clothing business with 2 friends in high-school selling urban branded T shirts and hoodies
* Key member of the Young Enterprise Scheme in high school, involving running a business where my role was to manage our team
* A Bronze Certificate holder for the Duke of Edinburgh scheme.

**Interests and Hobbies:**

* Coding
* Listening to music and going to concerts
* Computers
* Playing video Games

**References available upon request.**