

JOSHUA HOGAN

Great Bridge, West Midlands

07450 971846

joshhogan99@hotmail.com

A highly organised and confident individual who can work on their own initiative to meet targets and ensures all deadlines are met. Enthusiastic to meet new challenges and acquire further skills to progress their career and reach their full potential. Diligent and self-motivated, working effectively both as part of a team and independently.

KEY SKILLS

- Excellent time management and organisational skills
- Highly adaptable to new environments, able to follow instructions accurately
- Excellent communication and people skills
- Team worker who can motivate and encourage colleagues
- Proficient in the use of computers

EMPLOYMENT HISTORY

General operative

2018 – 2023

General Operative

- Completing any tasks given to me by my team leaders
- Preparing goods for delivery and transport
- Ensuring timeframes were always met
- Adhering to health and safety, ensuring the correct PPE was worn at all times required
- Reporting any issues to the Line Manager

Video Captioning

December 2019 – March 2020

Captioning

videos

- Working at a fast pace whilst maintaining maximum accuracy captioning videos
- Ensuring timeframes were always met to ensure delivery could be made to deadline
- Making sure the captioned video fit the customers' needs and made changes if necessary

LIBRARY

May 2017 (Placement)

Library Assistant

- Organising books into specific order according to code or author within the correct genre
- Assisting people to find what they required
- Checking books in and out

- Updating the computer systems as required to

EDUCATION AND TRAINING

2019	<u>SUCCEED (Black Country)</u> Employability Skills Level 1
2016	<u>ACE ACADEMY</u> GCSE Mathematics Grade C GCSE English Grade D GCSE Science Grade B European Computer Driving Licence(ECDL) Grade A

HOBBIES AND INTERESTS

My hobbies include spending time with friends and family, going to places of interest, and trying new things. I keep fit by playing football and long walks with my family dog. I also enjoy computer gaming.

REFERENCES

References can be made available on request.