
Justin Rogers

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Experience

ADMINISTRATION ASSISTANT | 03/2021 - 11/2021

Norwood Medical Centre - SHEFFIELD, South Yorkshire

My role as an Administration Assistant for Norwood Medical Centre gave me experience of a professional environment, and in this capacity my ability to work both autonomously and alongside others was invaluable. I feel that I proved I am capable of performing consistently in a position that requires accuracy and adaptability, in addition to being able to interact with people from a wide variety of backgrounds.

Key tasks:

- Provided high level of administrative support, including copying, faxing and document distribution
- Answered incoming phone calls and sorted, distributed and sent mail correspondence
- Greeted visitors and appropriately directed to designated areas
- Created and maintained spreadsheets using Excel
- Organised files, scanned documents into document management system
- Uploaded files and entered data into records management system
- Supported staff with clerical tasks

Skills

- Tracking documents
- Microsoft Office
- Invoice organisation
- Data entry documentation
- Professional and smart presentation
- Slack
- Organisation and efficiency
- Tech-savvy
- Back office operations
- PC proficient

Education

Udemy - The complete webdeveloper course : Zero to mastery

Information technology, 2022

Stocksbridge High School - Sheffield, SHF | GCSEs Maths- 4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs English Language- 4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs English Literature- 4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs French-4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs Geography- 5

2020

Stocksbridge High School - Sheffield, SHF | GCSEs Biology- 4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs chemistry-4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs Physics- 4

2020

Stocksbridge High School - Sheffield, SHF | GCSEs Sociology -5

2020

Hobbies

During the 5 years I spent as an Army Cadet, I gained a huge amount of experience with team based activities. As a friendly person, I'm able to get along with others quite naturally, but it was my time in the Cadets that helped me to realise the value of collaboration in a practical context.

I'm really keen to gain new skills, and have been using my spare time to learn more about the field of web development. This area of study is hugely relevant in the IT industry, but the ability to thoroughly research a particular topic, especially with a view to solving problems, is an asset in almost any line of work.

I've built several small web applications, each of which has been a product of my own independent research, along with knowledge gained from technical courses such as those provided by Udemy.com.

Summary

Energetic, reliable individual with proven abilities in administration and customer service.

I'm extremely eager to learn, and I'm looking for a role in which I can further develop my existing skills. In return, I feel that I am able to bring professionalism, consistency and the ability to proactively adapt to any working environment.