

Keshia Collins [Aspiring Junior Software Developer]

11 Lychgate Court | Oldham, OL4 5PY | 07979841153 | keshia90.kc@googlemail.com

Personal Profile

I am a hard worker with a positive attitude, excellent time keeping skills who remains highly committed to any responsibilities I undertake. I am a polite, honest and trustworthy individual, who can work independently as well as part of a team. I have had a career break due to my full-timegf responsibility for my two children, in which I have currently been studying online learning coding.

Skills and Qualities

- **Excellent people skills- working with the public in retail has demonstrated this.**
- **Trustworthy-having handled large amounts of money**
- **Friendly demeanor**
- **Computer literate**
- **Excellent communication skills**

Employment History

10/2017 - present Stay at home/Job seeker/Online student

Duties

Due to my parental responsibilities, I have been looking at courses I can enroll on to further my qualifications as these have fitted around the school and nursery run.

**02/2017 – 05/2017
Oldham**

Contracted cleaner at Lees Medical Practice

Duties

Whilst working here I cleaned the toilets and sinks in the waiting area and the staff ones. Mopping doctor's floors, toilet floors, waiting area and staff room area were also a part of my job. I was also required to empty the bins, replace the toilet rolls and hand towels in the toilets. I also had to Hoover the floors as and when required.

08/08/2011 - Stay at home mum/Job seeker

10/2009 - 05/2011 Pound Empire Oldham
Sales Assistant/Cashier

Duties

During my time here I helped with stock replenishment and taking payments via cash or card when serving customers. Greeting and assisting customers was also a part of my job role. I also developed more confidence whilst working here.

Education

03/2022 - 04/2022 Code Nation

- Level 2 certificate in IT User Skills in Open Systems and enterprise course

2014 – 2015 Oldham College Oldham

- Functional Skills in English (Level 2)

2014 Lifelong Learning Centre Oldham

- I.T User Skills (ECDL Extra- ITQ) (Level 2)

2010 Y.M.C.A Training Oldham

- Retail Skill (Level 2)
- Retail Knowledge (Level 2)

2001 – 2006 Breeze Hill School Oldham

- **G.C.S.E - Mathematics (C) - English (B)**
- English Lit. (C) - Science Dual Award (C,C)**
- Graphic Art (B) - Spanish (A)**

References are available on request