

Name: Neil De Swart

Address: 7 Dalmahoy Drive, Dundee, DD2 3UT

Contact: 07708444652

Email: neildeswart@gmail.com

Personal Profile

I am a motivated and punctual person who finds it easy to fit into new environments. I am reliable, confident and enjoy helping others. I am eager to learn new skills and take on new challenges to add to my skillset. I enjoy working as part of a team, although I can work on my own, with minimum supervision and will give 100% to all tasks required.

Key Skills and Qualities

- Highly motivated
- Excellent work ethic
- Adaptability
- Programming knowledge (Ruby, C++, C)
- Excellent customer service skills
- Organized and efficient

Employment and Work Experience History

Jan 20 – Ongoing

Tayside Re-Users, Dundee

Work Experience Placement – Admin Assistant

- Dealing with Telephone enquiries
- Arranging deliveries and pick ups
- General admin duties
- Automating data entry tasks, formatting and sorting data
- Checking and readying electrical products for re-sale

Jun 08 – Aug 08

Hilton Hotel, Dundee

Work Experience Placement – Kitchen Assistant

- Food preparation
- Health & hygiene awareness
- Served meals to customers
- Cleaned the kitchen when service ended

Jul 03 – Aug 03

Café Kikar, Netanya, Israel

Counter Assistant/Waiter

- Served members of the public including using a till
- Dealt with customer's enquiries
- Served meals to customers
- Adhered to strict health and hygiene restrictions
- Ensured the cafe was kept clean, tidy and well stocked

Training and Education

- Aug 11 – Jun 13 **University of Abertay, Dundee**
- Completed 2 years of a Computer Games Application Development course (Modules achieved below)
 - Programming with C++
 - Computer Hardware Architecture and Operating Systems
 - Mathematics for Application Development 1 & 2
 - Software Design
 - Games Programming
 - Data Structures and Algorithms 1 & 2
 - Graphics Programming
 - Game Programming and System Architectures
- Aug 10 – Jun 11 **Dundee College, Dundee**
- HNC Computer Games Development
- Aug 08 – Jun 09 **Dundee College, Dundee**
- SVQ in Professional Cookery (SCQF Level 1)
 - Certificate in Health and Hygiene
- Jun 08 – Aug 08 **The Princes Trust Development Course**
- Responsible for organising fund raising and charitable events
 - Undertook team building and communication exercises
 - Learned basic first aid
 - Took part in residential outdoor activities
 - Learned presentation and motivational techniques
- Aug 05 – Jun 06 **Harris Academy, Dundee**
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|-------------------------------------|---|
| • Intermediate 2 Product Design | B |
| • Intermediate 2 Product Technology | C |
| • Intermediate 2 Computing | A |
| • Intermediate 1 Oral Communication | B |
- Jan 03 – Dec 04 **Norkem Park High School, South Africa**
- Grade 9 (Equivalent to Standard Grade)

Additional Information

In my spare time I enjoy keeping fit by going swimming, playing sports, and seeking new challenges. I have undertaken numerous courses to learn and upskill my computer skills (programming test cases, writing/debugging best practices). I also have a keen interest in DIY/electronics (Raspberry Pi, Arduino, Linux).

References Available On Request