

Miss Roxanne Bolton

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Driving Licence: Full

Personal Summary:

A reliable, adaptable, trustworthy, self-motivated and competent team player who can work equally well unsupervised, having the drive to analytically solve problems and get the job done. I enjoy meeting customers and at the same time, eager and keen to learn new skills, processes and techniques. I have the drive towards meeting goals to help a business succeed and improve customer satisfaction.

Worked in two jobs for just over a year, whilst studying for my full-time college course. The outcome of this made me very good at time management, multi-tasking, balancing assignments between jobs, prioritise effectively, solving problems and using my own initiative to get things done in logical manner in order to meet deadlines and targets. My hobbies are swimming, driving, cycling and archery.

Key Skills Profile

- Have knowledge and experience of all key Microsoft products (MS Word, Excel, PowerPoint, Outlook)
- Have experience of Windows operating systems, including backup systems
- Have a good working knowledge of network systems that can be applied to everyday tasks and problem solving
- Maintain a computerised database for hardware and software
- Assist in producing documentation to assist work colleagues
- Maintaining the network by finding and fixing faults on a line
- Climbing telephone poles of up to 15 metres high
- Being flexible and able to work in all different environments from the comfort of the customers home to working outside
- Weekly training attended at Bolton, Peterborough training schools

Work Experience

Trainee Network Engineer	Openreach, (based nationwide)	Oct 2021 - To date
Retail Sales Assistant	H&M, Central Milton Keynes (CMK)	May 2019 – Oct 2021
Retail Sales Assistant	House of Fraser (Ted Baker) CMK	May 2019 - Aug 2020
Retail Sales Assistant	Miss Selfridge, CMK	Nov 2018 - Mar 2019
Retail Sales Assistant	Greggs, CMK	Aug 2018 - Nov 2018
Retail Sales Assistant	Paperchase, CMK	Dec 2017 - Jan 2018
In-Store Volunteer	British Red Cross, Stony Stratford	May 2016 - July 2017
Take your Daughter to Work	BT Group PLC (Security Hatfield)	Feb 2018
Administration Assistant	European H&S Consultants, CMK	Jan 2016

Education

Milton Keynes College **Sep 2019 – July 2021**
BTEC Level 3 Computing in Digital Technologies, IT National Extended Diploma
Overall final grade achieved: D*D*D – UCAS POINTS (160)

St Paul's Catholic School, Milton Keynes **Sept 2012 – May 2017**
8 GCSE Including: English Literature, Maths, English Language, Biology, Chemistry and Physics

Additional Information (Extra Activities:)

I completed Duke of Edinburgh Silver Award, where working as a team was essential to ensure the success of the award. The greatest achievement of the award was completing the 60-70 km hike over 3 days, and various volunteering for 1 year along with other responsibilities. Also completed my National Citizen Service (NCS).