

SARAH WELCHER

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PROFILE & KEY SKILLS

I am hard working, reliable and punctual. I enjoy new challenges and working to the best of my ability. I am able to work both as part of a team and individually and am motivated. I am looking for full time work between 35-40 hours.

My key skills include but are not limited to, using sales targets, training new staff, stock control and ensuring documentation is accurate and up to date.

EMPLOYMENT

Mental Health Team Leader
Westminster Homecare

Ely & Cambridge area
October 2015 - Present

I have worked my way from support worker to team leader over the past 6 years. Some of my current duties include but are not limited to;

- Ensuring documentation is completed regularly.
- Organising and auditing all service user files within my team.
- Attention to detail to ensure accuracy throughout all tasks I complete.
- Problem solving through completing regular risk assessments and being a point of contact to support the team with any problems they may come across.
- Working within a fast paced environment, dealing with emergencies as they arise.
- Treating every individual with dignity and respect, and ensuring their needs and preferences are met.

Customer Service
Deli @ 65

Sutton
February 2015 – July 2015

I was employed on a temporary basis within a deli-cafe environment. This included waiting on customers, putting orders through the till and ensuring the kitchen and front of house was clean, tidy and fully stocked.

Customer Team Member
Co-operative Food

Chatteris
June 2010 to February 2015

I am multi-skilled across the store. I have skills in the in store bakery, deli counter, handling cash on the checkouts, and replenishing stock in multiple departments. I interact with customers on a daily basis. I have received an in house food hygiene certificate.

My main duties were in the in store bakery.

I was accountable for a variety of different tasks in this role;

- Full weekly stock count.
- Ordering of stock every day.
- Making sure fresh products are always available to customers.
- Quality control on products.
- Compliance in safety and food hygiene.
- Shelf planograms and promotion change overs.
- Organisation and prioritising.
- Accepting and signing in deliveries.

My contract was terminated due to redundancy

Campsite Assistance Team
Reading Festival

Reading
August 2013

I spent 6 days volunteering at Reading Festival. This involved watching over the camp sites from the fire towers, reporting any fires via radio, extinguishing small fires, and helping people with directions and other inquiries.

EDUCATION

Lifetime Training
Lead Adult Care Worker

- Grade - Distinction

Online

College of West Anglia, Isle Campus
BTEC National Diploma in Graphic Design

Wisbech

- Grade – PPM

First Diploma Art & Design

- Grade – Merit

Cromwell Community College

Chatteris

- 5 GCSE passes. These include English, Math and Science.

REFERENCES

References are available on request.