

A.N. OTHER

18 Any Avenue
Any Town
Anywhere
Tyne and Wear
NE?? ???

Mobile No: 07806 522???

Tel No: 0191 280????

E-Mail: anyone@live.co.uk

PERSONAL PROFILE

I am a self-motivated, proactive individual with the ability to lead by example and motivate others. I forge strong working relationships with customers and co-workers alike and am able to successfully work either as part of a team or working under my own initiative. Honest, reliable and with the ability to communicate with others at all levels, I take pride in ensuring that the highest standards are consistently achieved in terms of customer satisfaction and business efficiency. Flexible and thorough in my approach to tasks and with excellent administrative skills, I have a working knowledge of IT packages such as Word & Excel, and am quick to learn new processes and procedures. Overall, I am looking to move my career forward in a challenging and varied environment where I can make a positive impact.

EMPLOYMENT HISTORY

Jan 11 - Feb 11 General Labourer (Work Placement)
Carillion, Hebburn

General labouring responsibilities assisting the team in all aspects of building work including brick laying, joinery, assisting with the surveying of the site, working with the site engineers and up-holding Health & Safety standards at all times. I was recognised as having been a valuable asset to the team.

Apr 10 - Present Volunteer (Retail)
The Cyrenians Shop, Newcastle

Retail responsibilities including, cash handling, stock control, display organising and strong customer focus in this busy community charity shop. I am also a key holder responsible for opening up and closing of the store when the manager was not available, carrying out the till shut-down process and locking takings away at the end of the day.

Mar 08 - Feb 10 Care Assistant
AnyCare Home, AnyTown

In this role I was responsible for the care of the elderly in many varied ways from ensuring the upkeep of personal hygiene to assisting with daily tasks and responsibility for ensuring medication was taken as directed.

Apr 98 - Feb 08 Senior Secretary / Property Administrator (Redundancy)
Anyone & Partners, Any Town

Starting as an office junior, over my 10 years I progressed to Senior Secretary to the MD and senior partners. Main accountabilities included schedule management, the preparation of property management accounts, twice-weekly banking, invoicing & expenses/fees, maintaining the B/Fwd system, setting up and maintaining client and tenant account records and the training of new staff as part of a team in a busy office environment.

Sep 96 - Apr 98 Catering Assistant
The School, Any Town

Duties included, responsibility for the preparation of food, maintaining food hygiene standards at all times and serving the children and teachers alike, alongside ensuring the closedown and preparation for the following day was achieved.

EDUCATION & QUALIFICATIONS

1994 - 1996 NVQ level 2 Health & Social Care
CSCS Card
Counter Balance Forklift certificate
Manual Handling Certificate
Health & Safety Foundation Certificate
First Aider
Food & Hygiene level 1

Any Technology College, Any Town

1989 - 1994 Achieved 2 x G.C.S.E in Maths & English

Any Comprehensive School, Any Town

HOBBIES & INTERESTS

In my spare time I enjoy watching many sports, Internet research, networking and reading alongside spending quality with other members of the walking club.

REFERENCES

References are available upon request