



Tobin Stonelake

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11 Blake Street, Taunton, Somerset, TA1 3BE
07730 784 514 | tobinstonelake@outlook.com

PROFILE

I am a highly motivated worker and learner. I look for any opportunity to further develop my skills. By utilising these skills, it allows me to pursue the most effective route to problem-solving and overcoming issues. My personal organisation and written work are exemplary. Allowing me to achieve the high standards I expect of myself. The combination of these attributes has enabled me to be consistent in the quality of my work, confidence towards my own initiative and ensure that the service I provide is both effective and efficient.

KEY SKILLS

Confident with the use of all Microsoft Office software and the use of bespoke IT systems.
Analytical and a problem-solver.
High quality of verbal and written communication

WORK EXPERIENCE

Labourer | Self-Employed

Apr 2019 to Apr 2020

Working with several local builders and clients to meet and surpass each of their expectations and requirements.

Organising my time effectively to ensure that I am in regular work and my clients needs are met within a time-frame that works for them.

Constant innovation. Every job requires a unique and analytical approach to overcoming unforeseen issues.

Ensuring every project is completed to the highest quality. While adhering to building regulations and the standards of the builder and/or client I am working for.

Sales Executive | Mailboxes Etc

Jul 2017 to Apr 2019

Taunton branch of Mailboxes Etc franchise.

To organise the distribution of high-value antiques and personal effects across the globe. Including conversing with international and national clients across several mediums to ensure the appropriate service was provided to cater to their needs. Attention to detail was key in ensuring that the finished product met the expectations of the client and that all high-value items were packed securely to ensure their safe arrival.

In this role, I created a new system in which jobs were logged to ensure their efficient completion and that tasks could be effectively passed to colleagues with little discrepancy towards what was required. I also oversaw the researching and implementation of recent technology to overcome issues and facilitate increased efficiency within staff members roles. Such as moving projects to a cloud, so that work could be conducted from home if needed and utilising data analytical tools to make administration tasks quicker and simpler.

Sales Assistant | Deichmann

Jul 2016 to Jul 2017

A busy retail shoe shop that also required sales techniques to sell aftercare products.

Care Assistant | Sherford Manor (now Oake Meadows)

Sep 2014 to Sep 2015

A local care home that specialised in caring for those with dementia.

Supervising a small team (4-5) in a unit with a high number of service-users (30+).

Acting as the counselling staff member for family and friends of the service-users when they needed to know about any sensitive information or were making a complaint. I would choose to act in this role or be asked to by my superiors, due to my conscientious, calm and polite manner.

Ventilation Engineer | Dave's Ducters

Providing ventilation services for large construction projects.

Front of House/Cleaner | Body Language

Jan 2009 to Jun 2012

Beauty Salon that worked with a high class of clients.

Events Organiser, Record Label Promoter and DJ | Self-Employed

Jan 2008 to Apr 2020

Organising successful clubnights and events. Creation and management of a popular record label. Working with radio stations, both nationally and internationally. Providing services to local clubs, bars and restaurants. Requires adaptability and creative thinking outside of the box, to present the act I represent as a unique commodity that ensures and meets the high-quality of entertainment required for this service.

EDUCATION & QUALIFICATIONS

The Open University - BA (Hons) International Studies

2020

1st year (Investigating the Social World): Distinction at 85%
2nd Year (International Development: Making Sense of a Changing World): 67%
3rd Year (International Relations: Continuity and Change in Global Politics - Currently undertaking):
On route to achieve a Distinction with a current average grade of 87%.

A course focused on politics, economics, sociology and philosophy. This has shaped a unique world view and given me the skills to be an effective problem-solver and present my work to an exceptional standard.

Plymouth University - Foundation degree in History (Maj) & IR (Min) 2/1

2017

A wide range of topics were covered during my two years with Plymouth University. Relating to history and International Relations throughout the 17th Century up to the modern period. A formulating experience that honed my skills and led me to further explore my academic potential through distance-based learning.

Somerset College of Arts and Technology - Access to Humanities: 60 Credits (15 ungraded)

2015

Distinction: 6 /Merit: 33 /Pass: 6

A combination of English and History. Which formed the basis and skills to move on to higher education.

Castle School - GCSE

2008

Eng. Lit.: C /Eng. Lang.: B /Math: C /R.E.: C /Sci. A: B /Sci. B: C /Hist.: C /Music: B

ADDITIONAL INFORMATION

Personal Training – TEFL March/April 2020:

TEFL 30 Hours: Teaching English Online: 100%
TEFL 30 Hours: Teaching Young Learners: 98%
TEFL 30 Hours: Teaching Business English: 96%
TEFL 120 Hours Advanced: Teaching English: 95%

INTERESTS

Very interested in politics and current affairs. I also enjoy playing competitive card games with friends. Embarking on creative projects, whether that is with music, researching and writing academic articles or building something fun and quirky for myself or friends. I'm also quite keen to watch a thriller or horror movie!

REFERENCES

Kim Salmine | Mailboxes Etc - Manager - Tel: 01823 322 263 - Email: info@mbetaunton.co.uk
George Hooley | Deichmann - Manager - Tel: 01823 253 863 - Email: hr-duk@deichmann.com
Local Builders | I can provide references from clients and builders I have worked with upon request.