**Curriculum Vitae**

After finishing studying computing at University Campus Barnsley, I am ready to progress into a working environment to better my skills and use what I have learnt within the working environment.

I am a willing, creative, outgoing person who is looking to learn skills and a passion for everything IT related. This has been evident throughout my studies as I have achieved high grades within most units whilst studying Information Technology at college, then leading onto University Campus Barnsley.

I have limited skills available at present, but as I say I am willing to be taught and acquire new skills to help me excel at any job and apply these skills to the course I am currently studying.

**Qualifications –**

BTEC L5 HND Computing and Systems Development with Distinction

Level 3 in IT at Grade D\*DD

GCSE mathematics: B

GCSE English: B

GCSE Art: C

Information Technology: Merit

GCSE Science (Core): B

GCSE Science (Additional): B

GCSE Science (Extended): B

GCSE/BTEC Cooking: C

**Skills and Personal Qualities:**

I am a hard-working individual that is willing to learn from this unique opportunity, whilst also having the skills to be relied upon within the workplace to complete set tasks to a high standard to correctly represent the company.

I am an enthusiastic and fast learner when places within the working environment so I can acquire and apply skills quickly without lacking behind due to not understanding the task set.

Throughout college and university I am have been very punctual and able to turn up to lessons and current employment on time, showing that I have good time management skills and will apply these to conduct and pace myself within the workplace.

Another quality that I would be able to apply to this work would be that I can manage large workloads and pace myself to meet deadlines, therefore if I am relied upon to complete vital tasks to contribute to an end goal.

Whilst remaining truthful and honest when in the workplace, I will always tell the truth to anyone when asked about particular tasks or other colleagues, due to the respect that I will have within the workplace

**References -**

I am able to provide references upon request.

**Experience –**

I have experience from previous and current employers, where I have acquired transferable skills that I can therefore transfer to any job role that I am tasked with.

Barnsley College – IT Administrator and Technician (6 weeks work experience)

Whilst studying at university I undertook work experience in an industry relevant role and undertook 6 weeks work experience at Barnsley College with the IT Services department. Here I used my knowledge to put to real life problem solving regarding IT and left with a distinction grade in that unit (work experience).

Currys PC World – Sales Executive/Warehouse Operative (Current Employer)

I am currently employed at Currys PC World as a sales executive, which involves me confront customers and offering advice about products that they may be shopping for. This requires me to have good people skills and be confident within my role to be able to advise customers effectively.

I play a role within a team to make a successful store, as must contribute to this team and be an active participant to contribute to an overall target.

There are individual targets set which allow me to plan my actions so that I am able to positively contribute to the stores success and be relied upon to deliver the all-important figures to keep the shop profitable.

The Company Shop – Packer

I have experience of working within a team of colleagues and can work quickly but sensibly within my work place at a fast pace and achieving targets set by a higher authority.

I played a vital role among a team so that we could all meet targets, we worked with peers to pack food produce into specifically packed pallets, which were heading for a specific location. We then had responsibilities to clean the warehouse of all debris, and unnecessary dirt, to ensure the environment is kept clean and tidy.

The Old Post Office– Catering

I worked within a team in a small business waiting on customers.

I worked in the kitchen catering the food to be served to the customer in a reliable and safe manner. I cleaned the tablets and any surrounding areas within the Pub.

I made sure there were no hazards for people to hurt themselves and prepared the tablets for the next customers to be seated at on an occasional basis.

I always worked with a smile on my face and the customers are always right.