

# André Gibbs

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## **Personal Statement**

I am currently an undergraduate student studying Information and Communications at Manchester Metropolitan University. I am looking for a position that will enable me to gain some valuable work experience, where I can develop or enhance my customer facing skills and also give me the experience of working in a business environment.

## **Personal Skills**

- Hard-working individual who is able to make independent decisions as well as the ability to work under pressure.
- I am able collaborates and co-operate well with others when part of a team.
- I have good communication skills, when it comes to interacting with people of different levels of an organisation.
- As a person I have very good time management skills.
- Self-motivated and well organised.
- Also I have an understanding of basic Japanese and French

## **I.T Skills**

Microsoft Office Packages, Adobe Packages, HTML5, CSS, PHP, MySQL, CMS, Node.js, Git, JQuery and JavaScript

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## **Education**

**2012 - Present: Manchester Metropolitan University:-**

### **Undergraduate Degree**

Studying Information and Communications (BSc)

**2010 - 2012: Coulsdon Sixth Form College:-**

### **BTEC**

BTEC Business National Extended Diploma (Level 3)  
Grade Achieved – D\*D\*D\*

**2005 - 2009: Cheam High School:-**

### **GSCE**

6 GCSE Grades B-C including Maths and English

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## **Work Experience**

**October 2014 – Present: Sales Assistant – CeX, Manchester**

I am currently working as a Sales Assistant at CeX. My current role includes:

- Serving as a cashier.
- Maintaining high standards of presentation throughout the store
- Stocktaking.
- One to one customer demos of in-store electrical devices

**July 2014 – September 2014: Front End Developer (Intern) – Learnerlane, London**

I spent three months working for a start-up tutoring company called Learnerlane as a Front Developer. I work with all type of applications and code which include: Wordpress, HTML5, CSS, PHP, Git, Photoshop & Node.js.

**August 2013 – September 2014: Kiosk Assistant – Manchester United FC, Manchester**

I previously work as a Kiosk Assistant at Manchester United FC for a year where my current role included:

- Serving as a cashier.
- Maintaining high standards of presentation in and out of the kiosk.
- Delivering high standards of customer service.

**November 2013 – March 2014: Digital Content Associate – Tyco, Manchester**

I previous did a placement at Tyco International doing CMS work for their IT & Sales Department this role includes me using: Microsoft SharePoint as well as MS Word and Excel. Aside from this I also attend various business/companies meeting if required of me.

**9<sup>th</sup> January 2012 – 1<sup>st</sup> September 2012: Retail Operative – Primark, Oxford Street**

I previously worked at Primark on Oxford Street where I had various roles; these included:

- Serving as a cashier.
- Delivering good customer service to customers needing my assistance or advice.
- Ensuring that customers have a comfortable shopping experience.
- Queue Marshalling.

**18<sup>th</sup> July 2011 – 26<sup>th</sup> August 2011: Intern – Willmott Dixon Ltd, Cobham**

I was involved in scheme called Careers Academies who offered 6 week internship at a construction company where I was mainly based in the supply chain department where role in the company included a variation of requirements which were:

- Attending and taking part in various business meeting through the course of the 6 weeks.
- Calculating an estimate of the company's waste disposal per project they are or were involved in and averaging out the overall cost predictions for each project using MS Excel.
- Various admin work.

**17<sup>th</sup> February 2011 – 8<sup>th</sup> October 2011: Casual Assistant – Sports Direct, Orpington**

I previously worked at Sports Direct for 8 months as Casual Assistant where I had various different roles which included:

- Delivering a good form of customer service to customers needing my assistance.
- Ensuring that customers have a comfortable shopping experience.
- Tidying the stockroom.
- Unloading and sorting deliveries.
- Door security for the store.

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**Other Interests**

I currently run for the Croydon Harriers athletics club where I was team captain in season 2009, I have competed in numerous events including national, regional and English school championships for my club and county. In my spare time I write poetry and listen to a diverse range of music.

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**References**

Available On Request