

## Contact

antonio Garcia etienne13@gmail.com

www.linkedin.com/in/antonio-garcia-9099091b9 (LinkedIn)

## Top Skills

Communication  
Analytical Skills  
Teamwork

## Languages

English (Native or Bilingual)  
French (Elementary)  
Spanish (Native or Bilingual)

## Certifications

Ministry of Defence Education  
Emergency First Aid at Work (6 Hours) in Accordance with the Health and Safety Regulations, 1981  
Online Safeguarding Basic Awareness  
Restraint Training

# Antonio Garcia

Aspiring Software Engineer  
London

## Experience

### D & N Security Ltd.

Night Porter / Security Officer

May 2017 - August 2019 (2 years 4 months)

London, England, United Kingdom

- Front of House Guard / Overnight from 7PM - 7AM in Umu (restaurant in Mayfair).
- Greeting guests in Japanese during night service.
- Conducting hourly patrols, checking each fire exit.
- Alone holding keys and legal documents for awaited bailiffs.
- Monitoring the CCTV live footage.

### Future Men

Social Media Coordinator

November 2015 - October 2018 (3 years)

London, England, United Kingdom

- Full time staff member at the Amberley Youth Project.
- Running the Amberley Vibe Radio station.
- General club social media promotion - Setting up and running the website <https://amberleyvibe.com/>
- Running the Snapchat/Instagram/Twitter Accounts: @amberleyyouth.
- Running the social media team where I would delegate daily tasks. Often, we would complete regular outreach to local MP's and young people.
- Daytime activities with the young people.
- Daily use of Excel, Office, PowerPoint, Photoshop, Logic Pro X & WordPress.
- Youth work support - Running sound engineering workshops, drug awareness sessions, cooking, trips and studio sessions.
- Spanish lessons and lyric writing sessions.
- Cleaning and tidying up.
- Admin work - Views Substance, making phone calls to service users, updating systems using Microsoft and organising files, handling cash.

### PwC

Auditing and Assurance Assistant (Work Experience)

July 2016 - July 2016 (1 month)

London, England, United Kingdom

- Working on site in the Audit department completing client excel documents.
- Performing the cross checking of the audited company's results from the audit work to the financial statements for a a gas and oil company, this was important to ensure the accuracy of the financial statements.
- I visited a client, Smith & Williamson Group, to help with PwC's audit where I was given the responsibility to filter through documents given to support management fees received by the client. I then had to sort them into specific folders, this enabled better documentation for the audit file and ensured all information that had been reviewed was incorporated into the file.

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## Education

Generation UK & Ireland

Computer Software Engineering · (2020 - 2020)

Ealing, Hammersmith & West London College

Level 3, Business Studies · (2017 - 2019)

Westminster City School

GCSE · (2011 - 2015)