

Curriculum Vitae

PERSONAL DETAILS:

Name:
Address:
Telephone:
Email:
Date of Birth:

Miss Diane Walton

Low Kinmont, Corney, Beetham, MILLOM, Cumbria, LA19 5TL

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lowkinmont@aol.com

02.04.73

The Bungalow Hycemoor
Bootie Station, Millom, Cumbria
LA19 5XF
01229 716255
hycemoorbungalow@btinternet.com

EDUCATION

Sept 1984 - June 1989

Exams Passed:

Millom School

Business Studies, Information Studies, Oral Communication, English, Mathematics, Biology (Human & Social), French & Physics

June 1989 - April 1990

Exams Passed:

TSN, Youth Training Scheme, Whitehaven

RSA Diploma in Office Procedures Level 2 which is a National Vocational Qualification in Business Administration

April 1990 - July 1991

JHP Sumlock, Youth Training Scheme, Whitehaven (Took over TSN)

Sept 1996

Exam Passed:

Text Processing 1 Part 1 Distinction (While Unemployed)

WORK EXPERIENCE

Sept 1996 - Present Day

Furness & South Cumberland Supply Association Ltd, Broughton-in-Furness, Cumbria
Accounts Clerk (includes Sales, Purchase, Share, Shop, Switchboard & General Office Work)

Jan 1996 - Sept 1996

Unemployed (went on a course and gained the above qualification while waiting for a start date at Furness Supply)

Jan 1995 - Jan 1996

Sellafield Design Services, BNFL plc, Sellafield (with an agency Roevin)
Clerical Assistant in a Drawing Registry

Jan 1993 - Jan 1995

Unemployed (went on various courses/helped with Family Farm Business)

June 1992 - Jan 1993

British Nuclear Fuels plc, THORP Division, Sellafield (with an agency DGP Recruitment)
Clerical Assistant in a Drawing Registry

April 1992 - June 1992

Alfred McApline, Sellafield (with an agency Roevin)
QA Clerical Assistant/Word Process Operator

Oct 1990 - April 1992

John Laing, Sellafield (YTS then Full Time)
Tech Clerk in a Document Control Office/Receptionist

July 1989 - Oct 1990

Balfour Beatty Fairclough Joint Venture, Sellafield (YTS)
Accounts Clerk/Invoicing & Costing/Receptionist

Easter 1988 - Summer 1988

Muncaster Cafe
General Assistant (Weekend & Holiday Work)

1 Week in June 1988

Millom Council Office
General Clerical Work part of my Business & Information Studies Work Experience

OTHER SKILLS:

Farming Background

Knowledge of Microsoft Windows, Word, Excel, Formtool & various in house systems including Datafile

Well-organised, self-motivated, can work part of a team or on my own with a minimal amount of supervision

REFERENCES:

Mr L Fear, Manager

Furness & South Cumberland Supply, Foxfield Business Park, Broughton-in-Furness, Cumbria, LA20 6BX

Miss Rennie McManus

Sellafield Design Services, BNFL plc, B112, Sellafield, Seascale, Cumbria

Mr K Holmes

Administration Manager

British Nuclear Fuels plc, THORP Division, B591, Site No 3, Sellafield, Seascale, Cumbria

Mr C Boxall

Engineering Services Manager

John Laing, Site No 3, Sellafield, Seascale, Cumbria

Mr W Henderson

Accounts Manager

Balfour Beatty Fairclough Joint Venture, Site No 3, Sellafield, Seascale, Cumbria