

# Brook Nash

20 years old (13/12/01)

thebrooknash@gmail.com

07960 150490

<http://www.broobyte.co.uk>

## Personal Statement:

I am a young, driven and eager individual keen to start my next challenge. I have immense capacity to learn, with the ability to learn effectively in hands-on, pressured situations. I feel I can make a valuable contribution to your company where I can use my people skills to work efficiently in team-based environments and my self-motivation to keep the consistency of quality at a very high standard for the work I am doing. I have an avid interest and passion in technology, being raised in a family of designers and business owners, technology has always been at the core of my learning. I am looking forward to starting my next learning journey where I can expand on my current strengths and improve my development areas while being a friendly asset to the team.

---

## Education:

**School:** Brynteg Comprehensive School

**Location:** Ewenny Rd, Bridgend, CF31 3LE

**Duration:** 2013 – 2018

## GCSE Grades:

English: C

Mathematics: C

Physics: C

Chemistry: C

Biology: C

Engineering: C

ICT CiDA: B

---

## Working experience:

**Company Name:** One Nine Design

**Role:** Picking & Packing

**Location:** Pencoed Technology Park

**Duration:** 2 Weeks

## Responsibilities:

Receiving orders and processing them for orders

Placing the required product into the respective package

Communicating to accounts regarding the invoices needed Maintaining a clean and “Kaizen” appropriate area

**Company Name:** Sony UK Technology Center

**Role:** Administrative Assistant

**Location:** Pencoed Technology Park

**Duration:** 9 Months

**Responsibilities:**

Completing room and training course bookings on a daily basis, communicating with internal colleagues to coordinate an appropriate time and location for the meeting based on parameters given

Tracking the general admin for the Academy e.g., course feedback, attendance, needs of the trainer to a consistent and high standard to ensure delegates and external trainers were impressed with our quality

Raising purchase orders and tracking the order, timing the delivery for the needed training to take place

Supporting or leading the Induction process. This involved creating the material used, acting as the sole point of contact for new starters; which required me greeting the new starters, teaching relevant information about Sony and giving an in-depth site tour to, on average, 25 to 30 people

**Achievements:**

Training 200 people during a stock check on the production floor, over the course of 3 days, personally training them in EHS (Environment, Health and Safety) and team building activities both of which I created the material. Furthermore, I managed the timetable for the various training taking place, splitting the groups as evenly as possible and rotating through various activities, requiring me to confidently speak to and take charge of a large number of people.

Assisting with the Sony Charity Golf day, ensuring the event was set up and displayed correctly and the results from the "bidding war" collated efficiently and accurately to be later used by accounting.

Presenting to the Head of Global Sony SIP&S and the MD about my department, presenting to show our statistics, how many employees have been trained, how much external and internal training has taken place and our future plans to improve the Academy etc.

Creating and delivering Solder training to our production workers, to ensure a minimal defect rate on our Raspberry Pi Repair lines. The training held to a Gold standard which I achieved myself and used the knowledge to instruct and oversee the trainees.

---

**Company Name:** IT Career Switch

**Role:** Trainee

**Duration:** 1 Year

**Responsibilities:**

To maintain a consistent work rate through the entirety of the course, delivering high test scores and detailed projects.

**Achievements:**

Microsoft Certification (HTML & CSS & Web Development)

Codecademy Pro Full-Stack Completion (Java, Python, SQL, C#, JavaScript)

IT Career Switch Certifications (JavaScript, Python, HTML)