# Example Part Time CV with Some Work Experience

**Chris Grey**

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**Education and Qualifications**

## University of Portsmouth

**BA (Hons) English, 2019 - 2022 Portsmouth Grammar School, 2012-2019**

* A Levels: English (B), Psychology (C) and Religious Education (C)
* 9 GCSEs 1A, 4Bs and 4Cs including Mathematics and English

**Employment Experience**

## Wilkinsons, Portsmouth

**Retail Assistant, Mar 19 - Present**

* Worked as part of a team to receive early morning deliveries, maintain warehouse standards and provide outstanding customer service.
* Constantly under pressure to finish my tasks before the deadline every shift.
* Developed excellent communication and customer liaison skills.
* Shown initiative and teamwork skills by supporting other team members with their tasks after finishing my own.

## TK Maxx, Portsmouth

**Customer Services Assistant, Dec 18 – Dec 18**

* Encouraged colleagues to reach work targets collectively creating team spirit.
* Being professional and tidied up the shop floor and maintained stock in pristine condition.
* Dealt with telephone calls and queries from other stores such as searching for coded items in order to price them.
* Developed problem solving skills through dealing with angry customers in a professional manner, quickly resolving situations using my own initiative.

**Voluntary Work Experience**

## Malik Solicitors, Portsmouth Volunteer, Jun 17 - Jul 17

* Carried out a range of clerical duties such as photocopying and filing hence familiar with basic office equipment.

## RSPCA, Stubbington Volunteer, May 16 – Jun 16

* Worked as part of a very small team from a variety of social backgrounds to run an RSPCA charity shop in Portsmouth city centre.
* Proficient user of Microsoft Office programs including Word, Excel and PowerPoint, used to enter data and produce reports
* Supported the manager by unloading deliveries and using practical skills to display goods for resale.

**Languages**

* Languages - French (basic) and Urdu (fluent native speaker).

**Interests**

* + Developed teamwork through playing for the netball society and taking an active role in the club.
  + Enjoy reading books on psychology and autobiographies

**Referees Available On Request**