
► Lee Sheppard

15 Manderville Close
Northampton

NN3 6QE

Phone: 07535724918

E-mail: leesheppard2404@gmail.com

Objectives

As well as being self-motivated, efficient and literate, I have excellent communication skills. I thrive on seeing the results of my work and positive self-development. I bring a positive attitude with me that reflects in everything I do.

Education

Grantham College 2006 - 2008

BTEC National Diploma - Uniformed Public Services - PPP

The Aveland High School, Billingborough, Lincolnshire – 2003 - 2006

GCSE's: 5 A* - C including Maths and English

Experience

Delta Force Paintball

European Centre Manager

Anglian Water

In-day Scheduler

It was my job to manage and organize our Network Technicians work for the day, booking appointments with customers, making sure that they were committed to alongside resolving customer complaints and fast response work that came in within a 2 hour response time.

I was also put in charge of changing the whole scheduling process to make it more user-friendly for office and field staff, with successful outcomes that improved the relationship between office and field staff.

Clancy Docwra

NRSAWA Coordinator/Reinstatement Planner

Responsibilities included making sure that all highway notices and permits are sent to relevant councils before deadlines, updating councils of work carried out and closing notices.

I was also put in charge of creating, implementing and then managing an entire new process for our new reinstatement department.

Point Summer Camp for Children – Slovakia/Ukraine

Activity Leader/English Teacher

Working with children aged 6 – 17 who's first language is not English, making sure that they are all having fun throughout the day and encouraging them to speak English and helping them when required. Leading activities with groups of up to 75 students and smaller project and English classes.

Point Winter Camp for Children – Slovakia

Ski Instructor/Activity Leader

My main role here was to supervise and instruct children with both a high level of English and a strong ability to ski. Firstly the task was to make sure that all of the equipment was safe to use and fitted each individual child, escort the children to the mountain and ensure that they are all having fun in a safe environment.

Evenings I would be in charge of running events such as talent shows, discos and casino nights.

Skills

- Microsoft Office literate
- SAP and Click Schedule experience
- Full, clean drivers license
- Quick Learner
- Adaptable and welcomes change