

**COREY HOWARD**  
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## **PERSONAL PROFILE**

I would describe myself as an outgoing and friendly person, who has a keen interest in learning new skills. I enjoy working as part of a team and have shown myself capable of building good working relationships. I have learnt a lot of valuable skills in my temporary, part time and full time employment including team work and customer experience skills. Ideally I would like to pursue a career that is challenging on a daily basis, one where I am continuously learning and adapting. I am a very precise and accurate person that must make sure standards of work are at the highest of quality. In whatever position I work in I aim to help make a positive impact on the environment and work surroundings whilst increasing awareness of the importance of sustainability.

## **EDUCATION AND QUALIFICATIONS**

**September 2011 – June 2014:** University of Hertfordshire

University Diploma in Geography

**September 2010 – June 2011:** North Hertfordshire College, Stevenage

BSc Extended Degree in Science

Level 1 Award in British Sign Language

**September 2002 – 2009:** The Nobel School, Stevenage

A Levels: Media, Geography.

AS Level: Biology, English Literature, Art.

GCSE's: 12 A-C Grades, including 'B' in English and 'B' in Maths.

## **EMPLOYMENT AND WORK EXPERIENCE**

**July 2015 – Present: Assistant Manager**

Currently employed as an Assistant Manager at Hobbycraft in one of our high profile London branch. Working here is very challenging as we are the flagship store for Hobbycraft, any important visits from investors/buyers are to our branch so maintaining high standards and achieving strong sales figures/KPI's are essential. My responsibilities include primarily ensuring the store is performing well and achieving targets, payroll, colleague training and reviews, stock integrity, liaising with customers and holding focus groups to engage with customers' views and opinions on ways to improve the store.

**September 2014 – July 2015: Team Leader**

I am currently working in the Hobbycraft Stevenage branch as a Team Leader. I have been in this position since November 2013, between two different stores. The role is very demanding and pressuring including the need for retaining a lot of information. Daily duties include people management, cash handling, stock file checks, stock replenishment, customer service, merchandising, demonstrations and many more.

**November 2013 – September 2014: Team Leader**

In November 2013 I was promoted to Team Leader and was given the opportunity to work in one of our London based stores located in Staples Corner. I carried out this position whilst studying at University. I thoroughly

enjoyed the experience and meeting new people, colleagues/customers alike. It was a different experience working within London, crime rates were higher and so it was important to be more vigilant and on many occasions deal with sensitive and dangerous situations.

### **July 2012 – September 2012: Admin Clerk**

During my summer holidays after my first year at university, I worked full time for a property management company called Hurford Salvi Carr (Hertford). It was an office based position and my role was to create an electronic archive. This would contain every piece of information on every property they managed. I was left to complete this task by myself and was trusted in how I thought was the best way to achieve it. To achieve this task I had to use a specialist computer package and acquired skills of database management.

### **March 2010 – July 2010: Clerical Officer**

I worked full time at the QEII hospital in Welwyn Garden City. My job title was clerical officer and I worked in the department of Medical records. The responsibilities of my role included dealing with requests from A&E for patient's records, filing and preparing patient notes for future clinics. It was a demanding role with high amounts of pressure to work quickly and efficiently. I resigned from this position to go to University.

### **February 2009 – March 2010: Office Maintenance Operative**

In February I joined Turners Cleaning and support services. The job consisted of maintaining office equipment.

### **August 2007 – November 2013 : General Assistant**

At the end of August 2007 I started working at Hobbycraft, Stevenage as a general assistant. This experience improved my communication skills, ability to work within a team and awareness of how to deal with different situations. I am one of very few of the weekend staff to learn different aspects of Hobbycraft's processes. I have been to different parts of the country working with Hobbycraft; this has included me being part of over 10 store openings. This consisted of working in a team, preparing the inside from scratch using existing knowledge of the company. Only a select few of Hobbycraft employees were chosen to be in the opening team which was a privilege for me, I then returned to my store after each opening learning something new. On occasions I have also been requested to work in other stores as a supportive figure where I would train and advise colleagues.

### **October 2006: Work Experience**

In October I worked at a Graphic Design company called Kaleidovision for one week, as part of my work experience. During this time my role was to assist a designer in producing adverts for other companies to broadcast around the country.

## **ACTIVITIES AND INTERESTS**

I have a keen interest in travel which has become an interest since studying Geography at University. The course enabled me to visit many wonderful places such as Switzerland and the Swiss Alps, Barcelona, Lake District etc. I am passionate about recycling and the aspect of renewable energy, which I find very encouraging when seen being implemented by companies/businesses. I have a goal which involves self-teaching myself to be able to code and eventually be able to make my own smart phone application, it is something I aim to do within a couple of years.

I play football weekly with friends, which is one of my favourite activities I look forward to each week. I've trained in Muay Thai Boxing for over 10 years and have gone through numerous grading's, It is incredibly challenging but is great for fitness and has made me more ambitious to win. In 2007 I attended a football refereeing course so I could become a licensed referee, the course lasted for 2 weeks and to pass I had to take part in examinations both written and oral. I referee when I can which is normally for children's games; it is great to be a part of encouraging them to play and teaching the game in a safe and controlled environment.

## **REFERENCES AVAILABLE ON REQUEST**