**CURRICULUM VITAE**

**Scott Day**

40 Victoria Road, Whalley Range, Manchester, M16 8DP

*Date of Birth*: 24th November 1989

*Nationality:* British

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**PROFILE:**

A hard working, dependable and resourceful individual who is keen to learn and takes pride in good work.

Approachable, polite and courteous when talking to the general public, clients and peers alike.

Works well in a team and highly motivated alone.

Quick to understand new technology with an eye for detail.

**CAREER SUMMARY:**

**Taskerly (May 2018 – Present)**

*Virtual Assistant - Working from home*

* Managing time effectively to complete all tasks
* Managing clients
* Managing social media accounts
* Scheduling social media posts
* Graphic design
* Website maintenance
* Tech set-up/support
* Ghostwriting, managing and scheduling blog posts
* Analyzing and reviewing Search Engine Optimisation
* Anything a client asks for! (Within reason...)

**Independent Professional Wrestler (2009 – September 2018)**

* Entertaining a paying audience
* Working with all colleagues to produce the highest quality shows
* Training regularly to maintain and progress abilities
* Maintaining various social media pages to promote both myself and future events

**Rush UK Trampoline Park (November 2015 – May 2018)**

*Supervisor/Trampoline Maintenance*

* Directing and guiding a team of Court Monitors
* Conducting the safety briefings and explaining the rules and regulation to customers
* Paying attention at all times ensuring that the rules are being adhered
* Dealing with customers in the event of an injury and following the incident report procedures
* Carrying out court inspections to ensure all equipment is functioning correctly
* Cleaning, maintaining and repairing equipment

**MacKing/Maccoll Media (2014 - November 2015)**

*Warehouse Supervisor*

* Managing the staff and delegating jobs
* Erasing sensitive data from assets
* Adhering to the strict protocol in senstive data removal
* Breaking down computers for parts
* Answering phones and customer emails
* Ensuring the smooth operation of daily tasks
* Booking collections for pallet delivery and customer returns
* Issuing refunds and ordering equipment
* Picking and packing
* Using the various databases to perform specific tasks

**Bernlite** **LTD & Tridonic UK LTD (2011 – 2014)**

*Warehouseman*

* Packaging, picking and processing orders
* Greeting and providing good service to customers
* General warehouse duties (such as cleaning)

**First Move (2010)**

*Factory Worker*

* Operating mailsort and polythene wrapping machines
* Using laser and inkjet printers
* Moving goods from warehouse to production room using lifting machinery
* General warehouse duties (such as cleaning)

**Dees Cycles (Work Experience)** **(2003)**

*Trainee mechanic*

* Completing required repairs on broken bicycles
* Building new bicycles and fitted accessories
* General shop duties (such as cleaning and serving customers)

**EDUCATION AND QUALIFICATIONS:**

**1 BTEC:** Business Studies (2007)

**9 GCSEs:** Including English, Science & Mathematics (2006)

**INTERESTS AND ACTIVITIES:**

Professional Wrestling, graphic design, media editing, video games, social media, reading, music, socialising