*Amanda Louise Lemm*

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**PERSONAL PROFILE**

I have been employed in various industries which have developed my skill sets and proven my work ethics. On attaining to my current level of competencies, I continue to have the capacity to learn new skills to which I am hopeful that you will ascribe to invest in.

My competencies were executed in the of role of leading a team as a site supervisor for a duration of two and a half years A snapshot of assigned responsibilities included carrying out risk assessments and ensuring that Health and Safety procedures were monitored and adhered to. I demonstrated the ability to ‘programme work in’ for sub-contractors, maintaining work standards that gauged a smooth operational workforce setting on site.

Additional levels of expertise were implemented when I took on an assigned project that I solely managed for my employers at Compton Grange residential home. My responsibilities were to oversee diverse contractors and liaise with tenants and the patron to promote successful contract completion.

I deem myself to having acquired relevant experience and expertise to which I offer as employable service.

**SKILLS**

* Reliable
* Service orientation – ability to perform various duties
* Committed
* Co-ordination - able to organise workload
* Punctual
* Hard working
* Proven communication experience
* Highly motivated
* Supervisory skills
* Ability to lead a team
* Team player
* Analytic skills
* Management skills
* Project orientated
* Adheres to health and safety Practices.
* Administration
* Problem solving

**WORK HISTORY**

**Taylor Woodrow/ Vinci Facilities 2010 – 2018**

Job roles within this included:Supervisor, Client liaison officer, Admin assistant, Site managers P/A, Plasterer, Van drivers mate, Finishing foreman and telephone communications

**Thomas Kelly Plastering (1 month contract) 2010**

Duties included skimming, trowelling up, mixing, bonding, boarding, beading, general site maintenance and housekeeping. I had to work with other sub-contractors to get the job completed.

**Enterprise Centre, Oldbury Road, Smethwick (2 week placement) 2010**

Duties included boarding, dabbing and prep work.

**T.A Builders (2 month placement) 2010**

Duties included gutting the properties, knocking off plaster and re-plastering (bonding and skimming), cutting fixing skirting boards and painting and loading and unloading material.

**Cygnet Project (4 month placement)  2009**

Duties included Cutting and fixing plasterboards to stud walls, insulating then taping and jointing.

**Ground works    2008**

I worked here to help renovate an old canal barge my roles here were to scrap down any flaky pain and sand down, renew any old timbers and then repaint.

**St Mary Madeline's Primary School (1 week placement)**

Duties included helping special needs children, which had a variety of different needs from behavioural problems to physical needs.

**Mesty Croft Primary School    2007 - 2008**

Support teacher and helped with planning work for the children with disabilities, solved any problems that may have occurred and encouraged the children to do their best.

**Zoggs International 2008 - 2009**

Duties included: Load and unload the lorries, stock take, labelled items and boxing them up and given picking orders that were then delivered to various clients.

**Charlemont Bowling Club  2005 - 2008**

Duties here consisted of collecting glasses, washing them and then returning them to the appropriate places and serving confectionary to the customers.

**EDUCATION**

* Sandwell Future Skills 2009-2011
* Menzies Sixth Form 2008-2009
* Menzies High School 2003-2008

**QUALIFICATIONS**

* SSSTS Card valid date
* CSCS Blue card – Valid from December 2018 - expires December 2023
* CSCS green card - expired
* PTS Card
* First aider
* NVQ Level 2 business admin
* NVQ Level 2 Plastering
* NVQ level 2 Customer Service
* Asbestos Awareness - 12-month refreshers
* TPAS Awareness – pass
* Health and safety - level 2
* Manual Handling - pass
* GCSE Maths
* GCSE English
* GCSE Science
* BTEC - Sport - pass
* Childcare - distinction
* ICT - pass
* Multi Trades - pass
* Certificate of attendance
* English & Maths key skills level 1
* Forensic science - BA crest Bronze pass level

**HOBBIES**

Gardening - I enjoy growing plants and veg

Sewing - This brings out my creative side

**REFERENCES**

Available on request