**David Verney**

**84 Brook Street, Lye, STOURBRIDGE, West Midlands, DY9 8SN**

**davidverney40@gmail.com – 07794 051283 – 01384 896454**

**Skills**

Copy typing, audio transcription, photocopying, filing, sorting incoming and outgoing mail, preparing various different types of documents, configuring Microsoft Access databases and Excel spreadsheets, corresponding with people at all levels by email and telephone, providing excellent customer service.

**Qualifications**

**Date Qualification College / University**

Sept ’19 – Present BA Hons Music University of West London (DL)

Jan ’17 – Jan ’19 FD Creative Music Production University of Wolverhampton (DL)

Sept ‘ 11 – March ‘12 Cert H.E. Business Planning Coventry University

(NB: DL = Distance Learning)

**Experience**

**Admin Support – Mr Ivor Morgan – April 2013 to Present**

* Excellent time management skills, always aiming to arrive at least 15 minutes early.
* Highly computer literate with the ability to learn quickly and always strive to improve his skills with enthusiasm
* Attention to detail with excellent written communication skills
* Fast and accurate audio transcription skills to conversational speed.

**Expertise with:**

Microsoft Word, Excel, PowerPoint, Access. Google Docs, Camtasia, Relay That, FL Studio, LoopCloud, eBay Selling, Amazon Selling, YouTube, Facebook Advertising

**References**

Available on request

**Hobbies**

Enjoys watching football reading thrillers. He is a multi-instrumentalist with a high degree of competence on guitar and keyboard. He gained a Foundation Degree in Creative Music Production with the University of Wolverhampton. Currently, working towards a Bachelor’s Degree in Music with the University of West London. He is a Christian and plays guitar at his local Anglican Church every week.