

DUNCAN WHYTE

7 Coplowdale Carlton Colville, Lowestoft, Suffolk NR33 8WB | H: 01502508962 | M: 07495341282 |

duncan_whyte@hotmail.co.uk

SUMMARY

Versatile team member able to take on any required task and adapt to changing conditions with resourceful and hardworking mindset. Dedicated to business success and ready to learn more about anything to advance professionally.

SKILLS

- Customer relations
- Attention to detail
- Problem solving
- Team player
- Communication skills

EXPERIENCE

07/2011 to 04/2012

Kitchen Porter

The Ferry Inn — Great Yarmouth, Norfolk

As a kitchen porter my responsibilities was to

- Ensure that the premises were clean and tidy.
- Take in delivery's from time to time.
- Prepare deserts to a high quality to meet the customers needs.
- Clean dishes and make sure to follow health and hygiene laws and standards.

03/2015 to Current

Crew Member

Mcdonalds Pakefield — Lowestoft, Suffolk

My responsibilities at Mcdonalds Pakefield are to

- Follow a strict Daily Product Safety Checklist to make sure that equipment and food in the restaurant is kept to a high quality and safe for use and consumption.
- Follow health and hygiene procedures to prevent contamination and ensure customers expectations were met.
- Delivering a fast, friendly and accurate service to all customers
- Working as a part of a team to reach the goals set out by managers
- Maintain a calm demeanour in a high stress and paced environment
- Assisting others when needed to demonstrate proper procedures
- Solving simple customer enquiries and relating more difficult enquiries to a manager
- Make sure to follow basic uniform,grooming guidelines and punctuality.

EDUCATION

2012

GCSE: English

Flegg High School — Great Yarmouth

C

2012

GCSE: Sciene

Flegg High School — Great Yarmouth

C

2012	GCSE: Catering Flegg High School — Great Yarmouth C
2013	GCSE: Film Studies East Norfolk Sixth Form College — Great Yarmouth B
2013	GCSE: Maths East Norfolk Sixth Form College — Great Yarmouth C
2013	GCSE: Sociology East Norfolk Sixth Form College — Great Yarmouth C
2013	GCSE: Media Studies East Norfolk Sixth Form College — Great Yarmouth C
2013	EDEXCEL BTEC LEVEL 2: IT East Norfolk Sixth Form College — Great Yarmouth COMMUNICATING IN THE IT INDUSTRY Distinction
2013	EDEXCEL BTEC LEVEL 2: IT East Norfolk Sixth Form College — Great Yarmouth WEBSITE DEVELOPMENT Distinction
2014	BTEC Level 3 Subsidiary Diploma: Creative Media Production (Television and Film) East Norfolk Sixth Form College — Great Yarmouth Merit
2014	BTEC Level 3 Certificate: Creative Media Production (Game Development) East Norfolk Sixth Form College — Great Yarmouth Distinction