

Elliott Scott

<https://elliottjscott.github.io>

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PROFESSIONAL PROFILE

I am a methodical, target-driven, customer-oriented person, with a proven ability in delivering exemplary customer service. I am highly skilled at developing professional relationships with both customers and management alike. Hard working and versatile, I am focussed and highly-organised. I can quickly build a robust understanding of the needs of customers and will confidently work hard in order to exceed expectations.

Despite having past experience in the construction industry, I have always had an interest in digital and technology. I am looking for the opportunity to build a long, successful career in this field. An active user of social media, I am familiar with many platforms including, Facebook, Twitter, Instagram and Snapchat. I also have a basic understanding of HTML, CSS and SEO. I recently customised a HTML template to create my portfolio at <https://elliottjscott.github.io>

KEY SKILLS

- Excellent communication skills
- Positive, can do attitude
- Digital Technologies
- Hardworking and Trustworthy
- Willingness to learn new skills
- Confident and outgoing

PROFESSIONAL EXPERIENCE

CEILING FIXER AND DRY LINER (SELF-EMPLOYED)

June 2016 – Present

- Working independently and being confident in my skillset
- Using own initiative, scheduling work and meeting deadlines
- Providing high levels of professionalism and customer service to all client's and customers
- Problem solving and decision making
- Keeping clean, tidy and working safely
- Working well as an individual as well as being a key member in a team
- Working to plans and specifications
- Maintaining accounts, invoicing and office

R WEST PLUMBING & HEATING ENGINEERS ENGINEERS MATE

2015 – 2016

- Involved with the installation of boilers and central heating systems for clients such as 2 Red Ltd and British Gas
- Housekeeping, preparation of work environment and maintaining health and safety compliance
- Establishing and maintaining good relationships with customers
- Ensured that all clients received the best possible service and professional assistance

D M KEEP PROFESSIONAL PLASTERING LABOURER

2014 – 2015

- General labouring, mixing and plastering
- Contributed towards increased productivity and turnover
- Maintaining good relationships with private customers by always being polite and courteous

CONTINUING PROFESSIONAL DEVELOPMENT

Certificate: CSCS Health and Safety Awareness
Site Labourers Health and Safety Certification

EDUCATION

ALL SAINTS CATHOLIC SCHOOL, MANSFIELD	2009 - 2012
OUTWOOD ACADEMY PORTLAND, WORKSOP	2012 - 2014

BTEC: Level 2 Diploma in Sport (Distinction), Level 2 Extended Certificate in Art and Design (Pass),
Level 2 Extended Certificate in Applied Science (Pass)

GCSEs: Art and Design (B), English Language (C), English Literature (C), Environmental and Land-
Based Science (C)

IT SKILLS

MS Office: Highly proficient in Excel, Word, PowerPoint, Outlook

Social Media & Web: Actively use various social media platforms including, Facebook, Twitter, Instagram and
Snapchat. I also have a basic understanding of HTML.

PERSONAL INFORMATION

NATIONALITY British

DRIVING LICENCE Full Driving Licence

INTERESTS I enjoy spending my free time playing sports and exploring new things. I have participated in
both individual and team activities such as boxing and football. I have a passion for
technology and can often be found researching and learning new things online. I also enjoy
gaming, as well as interacting with people on social media.

REFERENCES ARE AVAILABLE ON REQUEST