## Curriculum vitae

## PERSONAL INFORMATION Bernard Carabott

- 💡 1, Nina, Annunzjata Str., GDJ1051 Gudja (Malta)
- **+356 79910918**
- bernard1891@gmail.com
- www.behance.net/bernard18992a9

#### **EDUCATION AND TRAINING**

## 30/06/2019 Bachelor of Arts (Hons) in Game Arts and Visual Design

EQF level 6

MCast, Mosta (Malta)

Specialist study of the following modules:

Contextual Studies

Visual Communication

Drawing

Painting

Fine Art Photography

Sculpting

**English Communication** 

Digital Art

Multi Disciplinary story telling

Game Design

Idea Generation

User Interface

Character Design

Critical Thinking

Critical Studies and Research Methods

Psychology of Play

**Environment Game Design** 

3D Modelling Design

2D Animation

Photo Editing

3D Animation

Entrepreneurship

Indie Game Design, Rigging, Self Promotion

**Production Modelling** 

## Dissertation:

The study conducted for my dissertation was about accessibility in Malta for people with mobility disabilities. The aim of the study was to elicit empathy and raise awareness on accessibility issues through game design practices. This was delivered as an interactive game project.

## Advance Level Art

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University of Malta - Matsec (Malta)

## Matsec Ordinary Levels

Ordinary Level Passes in the following subjects:

- Social Studies
- English
- Biology
- Spanish
- Physical Education
- ECDL
- Art

## WORK EXPERIENCE

## 28/10/2014-22/09/2016

## Shop assistant

Marks & Spencer - Supermakets (1960) Alf Mizzi & Sons Ltd, Sliema (Malta)

I was employed as Shop Assistant with Marks & Spencer. Apart from performing many shop related tasks, I also assisted the Shop Manager with general administrative tasks related to the management of the outlet. I was trained to up sell and interact with clients in order to give the best possible shopping experience. I decided to resign from this role in order to further my studies.

My duties and responsibilities include:

- Opening and closing the shop according to the schedule.
- Preparing requisition orders, and filing via email.
- Reporting via email on a daily basis to my superiors with regards to promotions, sales and budgets.
- Stock reconciliations.
- · Handling complaints.
- Training of new recruits.
- Replenishing tills and reconciliations.
- Ordering change from bank and collecting them.
- Ordering stock and accepting requisition when they arrive.
- Stacking goods on shelves.
- Taking care of promotional content and displays within the shop.
- Taking care of the bakery section making sure it is well stocked.
- Barista Duties.
- Cashier Duties.

## 19/10/2013-13/08/2014

## Shop assistant

Agenda Bookshop - Miller Distributors Ltd, Tarxien (Malta)

Responsible for maximising sales and providing excellent customer care to shops customers. Constantly working to develop and increase sales through up selling and customer interactions.

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Duties and responsibilities included:

• Operating the tills, including cashing up and completing paper work at the start and end of shift.

- Assisting customers in the selection and purchase of items.
- Completing sales sheets at the end of the day.
- Ensuring that the shop counter is always manned.
- Processing cash and credit card transactions accurately & efficiently.
- Managing the till, taking money from customers and hanging out receipts.
- When required wrapping up purchased items for customers.
- Following policies & procedures relating to cash & stock handling.
- Checking the inventory listing with actual stock on the shop shelves and reporting and discrepancies to managers.
- Keeping merchandise orderly and neat in appearance.
- Handling customers complaints in a professional and diplomatic way.
- Keeping the shop floor clean and tidy at all times. Setting up promotional displays.
- Organising promotional events.
- Attending training sessions.
- Assisting with postal deliveries to customer addresses.
- Promoting the shop and its products at every opportunity.
- Daily tracking and reporting to the shop manager.
- Highlighting special promotions to customers.
- Restocking the sales areas.
- Giving expert advice to customers regarding products.

#### 12/10/2011-08/06/2012

## Call centre agent

24 BPO, Qormi (Malta)

I was employed as a Call centre agent with 24 BPO. Apart from being a Call centre agent, I was also involved in administrative duties relating to different clients handled by our company, such as inputting of data and filing of documents.

My duties and responsibilities included:

- Answering of calls
- Handling of complaints
- Sending out of various emails relating to queries and complaints
- Inputting of data
- Filing of documents

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#### PERSONAL SKILLS

#### Mother tongue(s)

#### Maltese

## Foreign language(s)

UNDERSTANDING **SPEAKING** WRITING Listening Reading Spoken interaction Spoken production C2 C2 C2 C2 C2 B2 C2 B2 В1 В1 A2 A2 A1 Α1 Α1

English Spanish Italian

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user Common European Framework of Reference for Languages

#### Communication skills

- Good communication skills gained from my work experience as well as from my studies.
- Ability to work in a team
- Reliable and trust worthy
- Computer Literate
- Able to work on my own initiative.

## Organisational / managerial skills

- good organisational skills gained throughout my work experiences as well as throughout my studies
- manage deadlines very well.

#### Job-related skills

Proficient in Microsoft Suite aswell as Google Suite.

Know how of the following software programs:

- Adobe Photoshop
- Animate CC
- After Effects
- Illustrator
- Unreal engine
- Maya

#### **ATTACHMENTS**

- Ecdl Certificate.jpg
- Letter of Recommendation 24BPO.pdf
- LETTER OF RECOMMENDATION BERNARD M&S.jpg
- Scan0005.jpg

# **Ecdl Certificate.jpg**



# Letter of Recommendation 24BPO.pdf @



Date: 11<sup>th</sup> September 2012

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

Mr. Bernard Carabott was been employed with 24BPO from the 8<sup>th</sup> October 2011 till the 16<sup>th</sup> of June 2012 as a Call Centre Agent.

Throughout his time with us, we have found Bernard to be hardworking, loyal, dedicated and passionate to his duties and beloved by all other employee members. Moreover, he puts an eye for detail and is constantly going that extra mile by providing further assistance to our customers.

We hope that Bernard will continue to excel in his career and wish him the best of luck in his future career opportunities.

I have no hesitation in recommending Bernard to anyone as I believe that he will be an asset to the team.

Regards,

Mr. Alan Abela-Wadge BA(Hons), Dip. BA, Dip. SMM

**Operations Manager** 

24BPO

<u>aawadge@24bpo.com</u> t: 00356 22014220 m: 00356 79244924

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## LETTER OF RECOMMENDATION BERNARD M&S.jpg @





Valletta VLT 1921

Tel: (356) 21234017 - Fax: (356) 21235377

28th April 2016,

Re: Bernard Carabott ID 477191M

To whom it may concern:

Bernard Carabott has been employed with Supermarkets Ltd 1960 for the past year and a half. He has been an exemplar employee and has always done his work diligently. He has excellent verbal and communication skills and goes well with all customers and other staff alike, his customer care skills were also very impeccable. He has proven to be very well organised, able to work independently, and is able to manage his time efficiently in order to complete all tasks in a timely manner.

Bernard has been given the responsibility to open and close the outlet on a consistent basis. He was also responsible for preparing fresh bakes in the morning and displaying it in accordance to the standards set out by the franchise. He gained a lot of experience as a Barista and was able to manage the cash points in an accurate manner. End of day reconciliation were also part of his daily tasks.

Bernard always went that extra mile by helping out in new employee training, giving a helping hand when needed in the management of the outlet, as well as ordering and confirming the delivery of merchandise. He would be a great asset to any organisation.

An easy way to describe his character would be a loyal, resourceful, reliable team player. I enjoyed every minute working with Bernard. I wish him the best of luck in the future

Yours sincerely,

Sam Struthers

M&S Tigne Store Manager

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Wednesday, 19th August 2014

To Whom It May Concern:

This is to certify that Mr Bernard Carabott of 20, Frantan, Triq Gianni Raimondo, Kalkara, and holder of ID No. 477191 M was employed with **Miller Distributors Limited** as Sales Assistant from 1<sup>st</sup> October 2013 to 13<sup>th</sup> instant.

During his employment, Mr Carabott worked in several of our Agenda and 8 Till Late retail outlets. He was reliable, always punctual, proved to be committed and carried out his duties to the best of his abilities. He had a very pleasant personality and was well accepted by both his colleagues and clients. Mr Carabott was hard working, a good team player and always customer orientated. He was also keen to learn new things and acquire new skills.

Mr Carabott left the company out of his own free.

On behalf of **Miller Distributors Limited**, I would like to take this opportunity to wish Mr Carabott the very best for the future and thank him for his service.

Yours truly,

Miller Distributors Limited

Ray De Bono

Human Resources & Administration



MILLER DISTRIBUTORS LIMITED
MILLER HOUSE, AIRPORT WAY,
ARXIEN ROAD, LUGA DA 05 MAI TA

MALTA INTERNATIONAL AIRPORT LQA 05, MALTA

> TELEPHONE: (356) 21 66 44 88 TELEFAX: (356) 21 67 67 99 F-MAIL: info@millermalta.com