

# Joseph Hayes

---

Joseph Hayes  
2A Adamson Gardens  
Manchester, M20 2TQ

07400821312  
[joseph.hayes003@gmail.com](mailto:joseph.hayes003@gmail.com)

## Summary

A hardworking, motivated individual that is dedicated to gaining essential qualities and eager to invest time in learning . I would like to further enhance my skills and accumulate the experience needed to achieve my goal of becoming a software engineer.

---

## Skills

---

- **Teamwork and problem solving** - Worked with a group of people to complete difficult maths problems in a university challenge
  - **Communication skills** - Confidently spoken to a crowds and audiences in college and in high school
  - **Documentation** - Undertaking administration duties in filing records and archiving files
  - **Time Management** - Completed projects and Assignments before deadlines
  - Understanding and able to use **HTML** and **CSS** within linux
  - Proficient in applications such as **Microsoft word** and **Excel**
- 

## Experience

### Peel Holdings / Admin

SEPTEMBER 2018 - DECEMBER 2018, MANCHESTER

I have worked for a large property development, transport and infrastructure company undertaking general administration duties such as archiving files, property records, contracts and agreements. I have also attended some internal meetings to understand the business work practises and how companies operate. It has been a fascinating insight into the workings of corporate entities and how transactions are negotiated and structured. I learnt skills concerning online record keeping and file management together with improving my confidence from interacting with people from different backgrounds in a professional work environment

### Sports Leaders UK / Leader

JUNE 2019, STOCKPORT

During my High School days, I completed a course for the Sports Leaders Qualification. This involved mentoring younger children at local primary schools showing teamwork skills to younger children and how to work together in team sports. From this I learnt the importance of teamwork and I was able to transfer those skills from the course and apply them to everyday scenarios.

**Tesco** / Customer Assistant  
AUGUST 2021, SALE MOOR

During my time at Tesco, I've been able to obtain many skills whilst contributing to the team to make people's lives easier. At Tesco I have completed tasks whilst serving customers in a limited time frame. I have become more confident with talking to customers and helping them whenever they need help with something. Time Management has also been a major part of working at Tesco as stock had to be replenished when in high demand whilst providing excellent customer service to the customers.

---

## Education

**Hulme Hall Grammar School / GCSEs**  
SEPTEMBER 2014 - JUNE 2019, MANCHESTER

Obtained GCSE's in; Maths, English Language, English literature, Chemistry, Physics, Biology, French, 3D art, music, computer science and further maths.

**Xaverian College / A-levels**  
SEPTEMBER 2019 - MAY 2021, MANCHESTER

Completed A-levels in Maths, Chemistry and Physics, achieving grades AAB.

**The University of Manchester / Bsc. Computer science**  
SEPTEMBER 2021 - PRESENT, MANCHESTER

I am currently in the foundation year working towards a degree in computer science. During the academic year I have been learning HTML, CSS and bash scripting with a basic understanding of linux. Part of my project in the foundation year, I am currently completing a website as part of a team using skills learnt from HTML and CSS.

---