

Name  
Address  
City  
Postcode  
Mobile Number  
Email Address

### Profile

I'm a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

### Skills

- Ability to work as part of a team or under own initiative
- Organised with good planning and time keeping skills
- Experienced working to targets and deadlines whilst consistently producing high standards of work
- Good understanding of Health and Safety in the Workplace

### Employment History

**Homeless Shelter Leicester**

**January 2019 – April 2019**

**Job role: Shelter Assistant Volunteer**

**Duties:**

- Helping in the setting up of the bedrooms. This included placing bedding and pillows on the beds ready for when the people arrived
- Helping in the serving of food and drinks to the guests of the shelter
- Answering any questions the guests may have at the shelter

**Gardening Services**

**2018 – 2019**

**Job role: Gardener Volunteer**

**Duties:**

- Helping in the preparation for any gardening work
- Cutting the grass
- Weeding
- General maintenance
- Working in private homes
- Emptying bins
- Working with hand tools
- Working safety at all times

### Education

Learn 4 Life, Sheffield

2019 Level 2 English

University of Leicester

2018

Foundation Diploma Engineering (Completed 9 Months of a 12-month course)

IT Programming

2016

Saint Augustinas Seminary School, Nigeria

2015

Completed High School

### **Hobbies**

I enjoy playing Basketball, learning new things and developing my skills and knowledge. I also enjoy coding computer programmes.

### **References available on request**