

Matthew Aiken

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PERSONAL STATEMENT

I am highly motivated individual with a passion for technology currently looking for my next challenge. Frustrated with a lack of personal progress and the difficulties of juggling full time work and searching for a more fulfilling vocation, I decided to leave my previous position and commit fully to developing more valuable skills, working tirelessly to start a new, brighter future. I am now looking for a team to which I can contribute my current skills and continue to develop in an environment inhabited by more experienced individuals.

I believe that the most valuable qualities I bring to a team include a passion for developing knowledge, a rigorous sense of organisation, a strong work ethic, the ability to learn quickly and a commitment to progress.

WORK EXPERIENCE

Mail Order Manager – July 2013 - September 2018

Mr Bongo Worldwide Ltd. - www.mrbongo.com
6 Gloucester Yard, 121-123 Gloucester Road, Brighton, East Sussex, BN1 4AF

Responsibilities:

- Management of vinyl record orders to personal and wholesale customers: invoicing, packing and arranging shipments
- Processing of shipments with Couriers, Logistics companies and Royal Mail
- Stock control: maintaining adequate stock for order fulfilment through correspondence with the storage warehouse
- Point of contact for customers to resolve any issues and keep them informed on the status of their order should there be any delays or stock related issues etc.
- Scheduling of daily activities for myself and junior member/s of packing staff (1 full time plus periodical temporary staff) to ensure daily goals are met
- Maintenance of working area to maximise efficiency and productivity.

Workshop Assistant – June 2006 - June 2011 (Part-Time whilst at College and University)

Marco (formerly Marco Trailers) - www.marcoproperties.co.uk
83 Railway Road, Newhaven, East Sussex, BN9 0AP

Responsibilities:

- Assisting the Welder with maintenance of his workshop: preparing metal for welding and maintenance of machinery

EDUCATION

BA (Hons) 2:2, Music Production - September 2009 - June 2012

Northbrook College - Worthing

A-Level in Music Technology - September 2007 - June 2009

Seaford Head 6th Form - Seaford

GCSE's, September 2002 – June 2007

Tideway School - Newhaven

Maths: B, Geography: B, Sociology: B, English: C, Science: C, Design Technology: A*, Physical Education: A*

REFERENCES

David Buttle, MD of Mr Bongo Worldwide Ltd. (07977112802 / 01273 600546) david@mrbongo.com