**Matthew Bath**

Gravesend, Kent

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# PROFILE

I am a hard-working person who always gives my all to tasks when they are set to me. I have discipline/self-discipline, I don’t make a fuss out of something when I am told what to do and I just do it. I know to also be disciplined myself and use common sense. I am not afraid to ask questions when I am tasked with something, I take all criticism and try to adjust myself from it, rather than getting offended by it. I have very high skill level with ICT skills, I know how to use a computer properly and I have a lot of knowledge on anything ICT related. I am a fast learner, and I can work by myself, as well as working with other people. I believe working as a team is more efficient than working alone. I am capable of most tasks, and I can work under pressure. I try to work my way around problems and figure out a solution without just giving up immediately. I prefer working smarter and finding new, unique ways to solve problems, if the usual way doesn’t work. I try to work on my weaknesses and adjust myself to work to the best of my ability. I am also good at simple tasks e.g., cleaning up.

# SKILLS

* Good work ethic/effort
* Team worker
* Excellent IT skills
* Very quick learner
* Good discipline/self-discipline skills
* Can work by myself and with others

# EXPERIENCE

* June 2017 | **Office Desk**

**Cemex** – Northfleet, Kent

Registered new lorry drivers collecting from the company, checked in truckers/customers that regularly attend and receive from the company.

* October 2017 | **Stage Setup**

**Gravesend Sound & Lighting –** Gravesend, Kent

Helped set up a stage for a festival, this involved communication skills being used and mostly physical labour.

* July 2018 | **Stage Setup**

**Gravesend Sound & Lighting –** Gravesend, Kent

Helped setup a stage for a second time, I also assisted in making a company order and this time around it was a bigger stage for a rock and roll festival. I worked for the company on two occasions.

* September 2019 – Present (Seasonal Colleague) | **Store Assistant**

**Asda –** Gravesend, Kent/Canterbury, Kent

Spent 2019-2020 working in the Produce department with fruit and veg. Assisted customers, stacked shelves, did markdowns, operated a till when it got busy, stock checked, worked with technology. A good amount of heavy labour with the heavy crates of fruit and veg.

Spent 2020-2021 working in the Home Shopping department, job role was Service Crew/Picker. I had the responsibility of ensuring our drivers got out on time, getting shopping ready, loading the vans and helping everything run smoothly. I also assisted picking sometimes where I would be picking & packing the shopping off the shop floor. Heavy labour involved with heavy shopping.

Spent 2021 to Present working in Home Shopping again, this time with a job role of Delivery Driver, this time at the Canterbury Asda. I also sometimes work picking/service crew, however most of the time I deliver shopping to customers, sometimes disabled, where I help the customers pack their shopping and deliver it directly to their door. I interact with lots of customers.

# EDUCATION

* St John’s Catholic Comprehensive School (**2013 – 2020**)

ICT ECDL – Distinction\* (Equivalent to A\*\*)

ICT TLM – Grade 4

ICT Cambridge National – Grade 4

English Literature – Grade 4

Science – Grade 4-3

Maths – Grade 4

Religious Studies – Grade 3

English Language – Grade 3

BTEC Level 3 ICT – Merit

BTEC Level 3 Business Studies – Pass

BTEC Level 3 Media – Pass

Media (Enrichment)

* Canterbury Christ Church University (**Present)**

Computer Science with Foundation Year

# ACTIVITIES AND INTERESTS

* Computers/IT (mostly software, not as much experience with hardware)
* Learning new things
* Trying new things
* Helping other people
* Socialising
* Music

# WHY I WOULD LIKE A JOB

I wish to get a job to learn new skills and valuable life skills. I believe a job would help me develop key skills and I would like to learn something new. I would also like to be more sociable and help improve my communication/social skills and a job would be perfect for this, especially a job that involves interacting and communicating with other co-workers, customers, or both. I want something that can help me push me out of my comfort zone and help me become a generally better person, therefore I believe a job can really help me out in various ways. I also want to generally gain more experience when it comes to jobs but above all, I want to improve as a person, and I believe a job would do me good.

# AVAILABILITY

At the moment I am at university during the week and my part-time job at the weekend however if you contact me, I will consider all aspects and rearrange my availability.