



Michael BB7

PERSONAL PROFILE:

I am a hardworking, open-minded person, eager to try new things and undertake new tasks. I believe that I have many qualities that would make me a great team member. I work well in teams, as well as on my own and always get my head down and put 100% into everything that I do. I am willing to undertake new training and don't like to take shortcuts. I have a lot of previous work experience, where I have gained skills, such as communicating with customers, team building and timekeeping. I feel as though I would best suit an apprenticeship because I am a more hands-on learner, and an apprenticeship allows me to be in both work and education. I have also worked throughout the coronavirus pandemic as a key worker, which shows that I go out of my way not to let my team down. In the future I would love to have a career in software development as it is something that I am passionate about in both my work life and home life.

SKILLS & ACHIEVEMENTS:

- NCS (2018)
- I have built my own personal desktop at home and have helped friends and family build theirs.
- In both my current and previous jobs, I work as part of a team where we must communicate frequently with other departments throughout the company to ensure high levels of customer service and satisfaction.
- Fire marshal training (2021)
- Undertaking an online university e-commerce course in my spare time.
- Currently doing an Open University course on computer science and coding.
- Computer literate with a basic understanding of how they work.

EDUCATION HISTORY:

Training 2000: 2018 - 2019

- Gained experience in Welding, Milling, Turning and CAD / CAM

Blackburn College: 2017 - 2018

- Business with law level 3 extended diploma (year 1) - Pass
- Maths - 4

Ribblesdale High School: 2012 - 2017

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|------------------------|-------------------|
| ▪ English Language - 4 | ▪ R.E - C |
| ▪ ICT - C | ▪ Science - C / B |
| ▪ Business Studies - C | |

WORK EXPERIENCE:

Warehouse Operative

Ultraframe

January 2020 - Present

- Warehouse picking, which entails taking stock out of the warehouse and getting them ready for dispatch, all whilst ensuring that the customer receives top quality customer care.
- Being responsible for the health and safety of myself and my colleagues.
- I am also a fully qualified fire marshal which means that I undertake the extra responsibility of maintaining the warehouse's safety and ensuring that there are no fire hazards.

Commis Chef

The Emporium - James' Places

July 2019 - January 2020

- As a commis chef, my role is to support the other chefs in making food that the customer ordered to a high standard.
- Maintaining the kitchen, cleaning and making sure there was no stock that was out of date.
- Preparing meal ingredients, which includes seasoning of different meats as well as washing, peeling, and chopping vegetables and fruits.
- Ensuring the safety of both myself and work colleagues by spotting any hazards that are present in the kitchen.

Warehouse Operative

Trutex

June 2017 - September 2017

- Showing any guests to where they intended to go, providing a friendly and formal service to give the company a good name.
- Being punctual and showing up to work on time.
- Helping to unload any new stock that we had.
- Making sure everybody in the warehouse was safe and spotting any hazards in the workplace.

Work Experience - ICT

Trutex

June 2016

- At Trutex, I shadowed an IT technician to learn more about a career in ICT.
- Helping to do password resets and basic server maintenance.
- Fixing common issues that occurred within the company's software.
- Making sure that all the computers were working fine within the office and warehouse.
- Setting up new computers and installing all the company software on the device.

HOBBIES & INTERESTS:

I have spent many years on my computer, from surfing the web (to expand my knowledge) to playing games with my friends. This has given me a good understanding of how computers work and how to use them, which I would

love to incorporate into my career. I also love to go fishing and play golf, with my friends and family.
