### Michael James Ford - Curriculum Vitae

Michael J Ford.

4, Maincombe Close,

Crewkerne,

Somerset.

TA18 8JR

07826854667

<mailto:mford995@googlemail.com>

### Skill Profile / Personal Attributes

Motivator I have a ‘can do’ attitude and like to evaluate my tasks so that my work and the service I provide can constantly be improved. I can undertake tasks set with professionalism and confidence.

Communicator Having always worked face to face with customers and colleagues, I understand the importance of effective communication and have the ability to tactically communicate.

Adaptable I am polite, hard working and friendly. I can professionally adapt my role and duties to assist colleagues, management and other areas of an organisation, so that a smooth day to day running is attained.

* Honest, trustworthy, reliable, punctual and emotionally mature.
* Ability to maintain clear thought and attention to detail in stressful situations.
* Methodical and focused team member with the ability to work alone or in a team.
* Excellent health and sickness record.

**Education**

1997-2000Wadham school, Yeovil Rd, Crewkerne 10 GCSE’s

1995 -1997 Pool school and Community College, Pool, Redruth, Cornwall.

**Professional Qualifications**

* Door Supervisor Course, including workplace safety assessments in 2009
* Workplace first aid certificate, achieved in 2006
* Cellar course, including safety awareness and procedures achieved in 2004.
* NVQ level 2 in Catering, achieved in 2002
* Basic food hygiene certificate, achieved in 2000.

Hold a full, clean UK driving licence.

**Work History**

**July 2000 – May 2011. Assistant Chef & Bar person.**

**The George Hotel, Market Square, Crewkerne, Somerset.**

I joined the George Hotel during comprehensive school work experience and gained experience and an interesting insight into the operations of a hotel, bar and restaurant. During this time I worked within front of house, housekeeping, the restaurant, kitchen and bar. After completing my work experience, I discovered a passion and talent for the hospitality industry and was offered an opportunity to work at the hotel when I finished my school, education.

During my work at the George hotel I completed various training courses. I studied and achieved my NVQ level 2 in catering which gave me knowledge and experience of stock control, cooking, food hygiene practices, temperature control and recording and a food hygiene certificate was gained. My duties included preparing fresh produce, cooking to order and carvary. I have thoroughly enjoyed all aspects of working in the kitchen and feel I have gained an extensive knowledge of meal preparation, presentation and feel I have become very experienced in producing fresh home cooked food.

I was given sole responsibility of the kitchen on a regular basis and this gave me a great insight into working from my own initiative and having responsibility for gaining customer satisfaction, time keeping and personal management. I gained a workplace first aid certificate and was nominated as one of the hotels first aiders. After showing adaptability and willingness to learn, I worked in front of house, on the bar where I gained experience and confidence in meeting and greeting customers and feel that I have a high standard of customer service which is very important in a role where interaction with customers, suppliers, colleagues and management is required.

**May 2011 – present.**

**Trainee Sales Negotiator**

**Palmer Snell. Bridport. Dorset.**

Duties include, arranging and accompanying potential purchasers on internal viewings of properties. Dealing with residential sales queries and questions, directing as needed, weather via telephone, email or directly with customers, in a professional and productive attitude.

The processing of needed paper documents for timely sales.

Although I enjoy my current position, i am looking for a suitable workplace, where i can further progress my learning, training and experience.

**Interests/Hobbies**

I have many hobbies of which include keeping fit and going to the gym, motor cars & motorcycles, having owned cars and working on them mechanically to repair, replace parts, using knowledge and skills gained by working with my father whom is a skilled technician with 30 years experience when I was younger in the school holidays and weekends and holidays.

I enjoy all kinds of sport from football and cricket, darts & boxing to motor racing Formula one and the World Rally Championships, though most of which I can partake in and others that I can watch from the comfort of a sofa.

I have a keen interest in computers and technology and try my best to keep abreast of current trends, therefore I am computer literate and have a good knowledge of windows, internet, word, excel and sage also hotel booking systems.

**References available upon request**