**Rachel Dunn**

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D.O.B: 11/10/1991

A highly self motivated organised individual who likes to perfect every detail of work I do. I am confident in learning new skills and developing skills I already have. Can easily adapt to different situations and circumstances within the workplace. I am accustomed to using my initiative and working in a professional manner.

**Education and qualifications**

2008-2010

Brislington Enterprise College (Post 16)

BTEC

* Business Studies Pass

AS

* Sociology C

2003-2008

Brislington Enterprise College

GCSE

* Maths - B
* English (Lit) - C
* English (Lang) - C
* Science (Year 10) - B
* Science (Year 11) - B
* Geography - C
* Religion - B
* Citizenship - B
* Dida (ICT) - 3xB 1xC
* Adult literacy - Level 2
* Adult numeracy – Level 2

**Employment History**

Tk Maxx 2008-2011

By working within retail I have gained great customer service skills, as I dealt with internal and external customers. I have improved my communication skills and have adapted myself to deal with situations under pressure. By working at Tk Maxx I have also learnt how to work better within a team and take leadership to get a task done.

**Key skills**

* Punctual
* Pay attention to detail
* Able to work unsupervised
* Trustworthy
* Reliable
* Clear at communicating
* Ability to motivate others
* Adaptable
* Fast at typing

I am very confident at using IT especially programmes such as:

* Word
* Excel
* PowerPoint

**Interests**

* Current affairs
* Reading
* Travelling
* Socialising

**References**

Available upon request