

Paul Andrew Aston

12 Tomlinson Rd
Castle Bromwich
Birmingham
B36 9HH

11/1/80
07968332149

Education:

1991-1998 Park Hall School

GCSE- English -	C
English literature -	C
Maths -	C
Double science -	C/C
P.E -	C
Design and technology	C

GNVQ- Advanced Leisure and Tourism – Distinction

1998-2001 Birmingham University
(Ba Hons Degree) Leisure Management

Work History:

July 2001- September 2004

Melville Elite (NEC Exhibitions)

- Organised teams to set up stands for exhibitions at major halls around the country.
- Had to supervise the teams working hours and breaks.
- Worked on cruise ships setting up conferences
- Meet with clients and advise where they were set up and make sure it was to their satisfaction
- Feedback from clients on how or if improvement was needed for the next show
- Time sheets to be completed and sent in by the end of the week for all staff
- Plans of the arena with all stands labelled so this could be printed up for the show, this was then handed out to customers

September 2004 - Present

Castle Carpentry and A&D Carpentry

- Beginning of the week go to the office and pick up jobs for the week
- Survey materials needed for the job – this includes looking around the houses and seeing what needs to be done.
- Daily jobs include fixing/fitting - Kitchens/Bathrooms/Floors/Doors/Fences/Slabbing and tiling etc...
- Estimating job materials
- Supervised young apprentices on jobs with myself and had to sign off work
- Time sheets completed and handed in weekly

- Book keeping – done on a monthly basis. Keep a record of all out going and in going and excel spread sheet.
- Keep all receipts for the end of year tax returns
- Fill in the tax return on line every April and work out arrears
- Keep all previous tax information filled

September 2015-November 2016

Parkfields Community School (Assistant caretaker)

- Opening and closing school including setting of the alarm
- General maintenance on school grounds
- General cleaning and upkeep of designated areas
- Assisting teachers and staff members with any issues that may arise.

Hobbies:

Enjoy a game of badminton or tennis and also Spin classes

Love gaming with my two boys who keep me InTouch with the latest games

References:

Andy Cornforth (Manager)

A&D Carpentry

Gorsley Lane

Coleshill

B46

07809 549113

Robert Stafford

Castle Carpentry

Parkfield Road

Coleshill

B46

01675 465644