

Oliver Alexander Gray

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Personal statement

A highly motivated and hardworking individual, who has studied for 3 years at the College of West Anglia in multiple areas. I have received excellent grades in Maths, English and Science at school. I am now living in London and seeking part time work in the area to extend my experience alongside my University degree.

Key Skills

- Advanced IT problem solving and numeracy skills
- Good communication skills, both written and verbal, developed through numerous essays and presentations given during my time at school, college and some work experience.
- Ability to take the initiative and work well under pressure as demonstrated in previous work experience.
- Excellent organisational skills ensuring deadlines are met, as successfully demonstrated during school and college.
- Flexibility, whilst maintaining enthusiasm and commitment to each project
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint
- Computer system troubleshooting
- Vast knowledge of mobile technology and specifications

Education

Sir Harry Smith Community College, Peterborough, September 2012 - June 2017

(2012 – 2017)

- Achieved 9 GCSES with a 9 GCSES 9-4 including English, Mathematics and Triple Science
- Achieved ECDL Microsoft Office BTEC at Distinction*

The College of West Anglia

(2017 – 2020)

- Achieved extended diploma in computing at D*DD
- Achieved Mathematics GCSE at grade 7

Work Experience

Tesco

Tesco Stock Controller

(Part-time 2018 – 2020)

As a stock controller my job was to monitor the amount of stock that was on record across the entire store. The store that I worked at is the largest of its kind, so this was quite a big responsibility that was shared between me and my team. This job helped me learn how to work in a team, this skill was needed to ensure good communication throughout the different departments.

Tesco Mobile General Assistant

(Part-time 2019 – Early 2020, Full time Early 2020 – September 2020, Part-time September 2020 - Present)

As a general assistant my role was to serve new and existing Tesco Mobile customers. This is the most customer service-based role I have worked into date and throughout my year working there I have been faced with all kinds of challenges both customer and technical based.

Using initiative and problem solving is an essential set of skills to have for a job like this and it has taught me lots about how to deal with difficult situations and how to work under pressure

The job has also taught me how to sell to customers. There are some aspects of this role that are targeted and meeting those targets is something that I prided myself with and tried my hardest to meet every week. In sales it is important not to come over as pushy or robotic and the weeklong intensive connecting with customers course that I was sent on with Tesco helped me to excel at this.

References

Andrew Coates, Manager of Tesco Mobile King's Lynn – 07817412534