

Mr Stephen Elcombe
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Curriculum Vitae

Personal Details	
1. Marital status	Single
2. Nationality	British
3. Date of Birth	15/12/1973
4. Qualification summary	GCSEs, RSA, BTEC
5. Expertise and experience	I have now worked in a variety of roles in retail, care, hospitality and office work.
Experience History	
<u>2016-2018</u>	Customer Team Member: Working nights in a supermarket bakery, producing breads, baguettes, pastries, hot food, doughnuts, rolls, pies, puffs, sausage rolls, hot baps and various other bakery items and days on checkouts and stacking shelves.
<u>2016</u>	Support Worker: caring for an adult in their own home. Diagnosis included Cerebral Palsy, learning disability, epilepsy, quadriplegia, registered blind and hearing impaired.
<u>2014-2016</u>	Senior Support Worker: caring for adults with various diagnoses in a supported living environment. Secondary diagnoses include; Severe learning disabilities, learning disabilities, impaired challenging behaviour and mental health issues.
<u>2011-2014</u>	Support Worker: caring for adults with various diagnoses in a supported living environment. Secondary diagnoses include; Learning disabilities, SOTO Syndrome, Cerebral Palsy, hip dysplasia and Down's Syndrome.
<u>2011-2011</u>	Support Worker: caring for adults on the Autism Spectrum and with challenging behaviour and associated support needs. Secondary diagnoses include; Complex needs learning disabilities and special dietary needs.
<u>2010-2011</u>	Autism Spectrum Condition Linkworker: caring for adults with a primary diagnosis on the Autism Spectrum in a low secure hospital environment. Secondary diagnoses include; Schizophrenia, substance misuse, learning disabilities, self-harm and complex needs.
<u>2008-2010</u>	Replenishment Assistant (Nights): this post was temporary having moved to Bedfordshire from Kent to be nearer my family. The role included time management, working to deadlines, shelf stacking, stock rotation, stock auditing, loading and unloading lorries.
<u>2006-2008</u>	Senior Support Worker: caring for nine adults in two homes on one property. The service users all had autism or autistic traits, secondary diagnosis, complex needs, learning disabilities, non-verbal and challenging behaviour.
<u>2003-2006</u>	Petsitter: caring for animals in their own homes whilst their owners were away. Duties included feeding, walking and caring for the animals as well as the security of the property, maintenance whilst the owners were away and taking the animals to any appointments.
<u>2001-2003</u>	Joint owner of Find Me Accommodation: an online accommodation finding website for visitors to find hotels, guest houses, B&Bs, self catering, campsites and many more types of accommodation across the UK. I built and maintained the website for the business.
<u>1996-2001</u>	Joint owner of Rosa Villa Guest House: a family run guest house in collaboration with my parents. Roles included taking food orders, cooking, cleaning, turning rooms round, decorating, customer satisfaction, advertising, taking bookings, building and running the website.
<u>1992-1996</u>	Underwriting Technician: working for a Lloyd's car insurance syndicate handling new business, adjustments, broker services, administration services, archiving, stationery ordering, stationery auditing, filing and other processing duties.

Educational Qualifications			
Degree/Diploma	University/Board	Class/Marks	Year
1. Business and Finance	BTEC	Merit	1992
2. Statistics	RSA	Distinction	1990
3. French	GCSE	D	1990
4. Home Economics	GCSE	D	1990
5. Drama and Theatre Arts	GCSE	C	1990
6. English	GCSE	C	1990
7. English Literature	GCSE	C	1990
8. Mathematics	GCSE	C	1990
9. Physics	GCSE	C	1990
10. Statistics	GCSE	D	1990
11. Computer Studies	GCSE	E	1990
12. Mathematics	GCSE	C	1989
Industry Exposure			
My experience of work has been varied. I have spent over nine years working in various care settings, over three years working in retail, more than three years in animal care, seven years working in the hospitality industry and four years working in an office.			
Type of experiences			
I have learnt new skills in new environments and kept myself busy within the jobs I have done.			
IT Knowledge			
Very good and proficient in the use of most common programs and am able to use a computer competently.			
Professional Affiliations and Memberships			
Member of UNISON.			
Honours, Awards , Memberships and Positions held in the past			
When I worked in residential care for adults with Learning Disabilities I started off as a Support Worker and within the twenty month period I was there I was promoted to Senior Support Worker.			
Personal Strengths & Profile			
<p>Personal Skills</p> <p>I am always a very conscientious, loyal and committed member of any work force. I have a full, clean, driving licence and have experience in driving all types of vehicles, including minibuses. My computer skills cover word processing, spreadsheets, databases and I have some programming knowledge. I am loyal, punctual and a team player, although I can also happily work independently as the need arises. I am friendly and like to socialise with both friends and colleagues.</p> <p>Aptitudes</p> <p>I am a quick learner and always keen and willing to learn new skills.</p> <p>Personal values</p> <p>I put a very high value on the right of all people, no matter what their race, creed, colour, disabilities etc might be, to be treated with dignity and respect at all times.</p>			
Additional Information available on request			
<ul style="list-style-type: none"> References Credentials to support the claims made in this CV (e.g., Details of specific work experiences, certificates etc) 			