**Samantha Brock**

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**Profile**

I am a kind and friendly individual who likes to work with others as part of a team. I like to meet new people and learn new experiences. I am responsible, organised and very helpful. I am friendly, reliable, and honest. I am always polite to people and I get on well with others. I'm ambitious and hardworking and would like to work in the retail sector. I would like to develop my skills to ultimately to become a supervisor.

**Education**

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| **College of West Anglia**  Diploma for it user level 2 (predicted pass)  Business, Travel and Tourism Level 1- ( pass)  Diploma for IT users Level 1- (pass)  Functional skills English level 1- (pass)  Entry 3 Employability skills (pass)  Award in level 1 writing and planning  Functional skills English (Entry 3)  Functional skills Maths (Entry 3)  Entry level Award in Life and living skills (Entry3) | September 2015 -present | |
| **Marshland High School**  GCSE  English-speaking and listening (pass)  ICT L1 (pass).  Food technology(E)  Science (pass)  Personal social development (pass) | | School Road,  West Walton  September 2010- 2015 July |  |  |  |  |  |  |

**Work Experience**

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| **College of West Anglia**  Sales / retail assistant | September 2017 - July 2018 |

* Discussed customer requirements, including type and price range of goods/services desired.
* Advised customer making major purchase on credit terms and arranged finance as appropriate.

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| **College of West Anglia**  Administrator | 21/11/17 - 09/01/18 |

• Carried out general clerical duties.

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| **Bygones**  Kitchen / catering assistant | Church Street, Wisbech  17/10/17 - 07/11/17 |

• Cleaned or prepared food for cooks by hand or machine.

• Cleaned and tidied service area, kitchen surfaces, crockery, cutlery, glassware, kitchen utensils and disposed of rubbish.

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| **Norfolk Hospice Tapping House**  Sales / retail assistant | Cromwell Road, Wisbech  16/12/17 – 4/4/19 |

• Received full or partial payment, checked the validity of form of payment, wrote or printed a receipt and packed the goods for the customers.

• Arranged and replenished goods on display stands, undertook stock checked and assisted with the receipt of deliveries from suppliers into the stock room.

**Sense charity shop**

Sales / retail assistant 13 Market Pl, Wisbech

07/1/20-present

* Arranged and replenished goods on display stands, undertook stock checked and assisted with the receipt of deliveries from suppliers into the stock room.

**Skills**

* Active Learning
* Speaking
* Reading Comprehension
* Monitoring
* Critical Thinking
* Active Listening
* Mathematics
* Learning Strategies
* I am good at cooking and I like to cook for others.
* I am a good listener and I pay attention to needs of others.

**NCS (National Citizen Service)**

I learned team building.

I gained Independence.

Problem solving activities.

**References**

References are available please ask