

Elisha Peers

Blackburn BB3 0AW

elishapeers1993@gmail.com

+44 7311 011199

Personal Details

Eligible to work in the UK: Yes

Highest Level of Education: A-Level or equivalent

Work Experience

Prisoner Custody Officer

GEOAMEY PECS LIMITED - Manchester

January 2016 to Present

Responsible for Prisoners in custody, ensuring they are identified correctly, searched and advised of their rights

Ensure vehicles have sufficient equipment to carry out tasks, e.g. food, water and handcuffs

Liaise with Prison and police authorities to ensure correct documentation is completed

Ensure risk assessments have been conducted for vulnerable or `at risk` Prisoners before handling or transferring

Management of Prisoner property

Responsible for Prisoner meals and snacks

Responsible for Prisoners while in transit, ensuring Comfort Stops are taken when necessary, and Prisoner checks are completed and recorded

Manage and control incidents when they occur

Perform Courthouse duties during `down time`

Responsible for producing prisoners before judges within the court settings

Skills

The ability to work well under pressure and to tight time deadlines, as well as a flexible team player.

A positive and practical attitude.

Good IT skills.

Accuracy and attention to detail.

Good communication skills, both written and oral.

Proven multi-tasking experience in a fast paced environment.

Flexible approach

Good with writing and producing documents.

Administration Assistant

The Rich Works LTD (Recruitment in construction and highways) - Blackburn

December 2009 to January 2015

Responsibilities

Taking phone calls

Receiving and sending emails

Inputting data

Filing

Going to exhibitions, assisting to put the stands up

Talking to potential clients

Explaining about the business and what we do to potential clients

Accomplishments

This job was a Voluntary position. I started working for the Rich works when I was at school, as this is where I chose to do my work experience. After the first week of my work experience, I decided that I really enjoyed working within this industry. I found whilst going to exhibitions, I enjoyed talking to people and explaining about our company and what we did. I stayed volunteering on weekends and school/college holidays to gain experience. I found myself as being a people person and would love to pursue this further as a career within an established company.

Nanny

Monday to Friday - Matthews, MS

June 2013 to January 2014

I started working for Miss Stephanie Matthews as a nanny for her daughter aged 9, who had a disability and additional needs. Miss Matthews worked Monday to Friday from 08.00 to 1800. My duties involved;

- Collecting Hannah from school
- Making dinner
- Showering
- completing homework/ reading
- Light cleaning
- Friday's taking Hannah to school
- Wednesday's Picking her up from Nana's

- Hair appointments
- Overnight stays occasionally
- Day's out during school holidays
- Keeping Hannah entertained

I enjoyed this role very much, I had to leave as Hannah needed more specialist care.

HomeInstead

Position; Caregiver

I began working for HomeInstead as a caregiver, within this position I;

- Travelled to people's homes
- Made my clients dinners
- Personal hygiene care
- Had a natter with my clients
- Built up good trusting relationships
- Cleaned
- Assisted them in to bed
- Assisted them out of bed
- Helped with medication
- Kept daily record sheets

I found this job rewarding and enjoyed this role very much.

The Bridge water

Position; Barmaid

- Responsible for serving drinks to customers
- The venue is a pub/ nightclub which has a capacity of 300
- The work was nonstop and very busy with constant calls for service
- I was one of nine bar staff and we worked as a team
- Responsible for taking cash and card payments
- Responsible for balancing my own till using a fob
- Assisted with stock checks and re- filling stock/ changing barrels
- Due to my personality I was also regularly asked to work on the customer side of the bar, selling shots and increasing sales
- On themed events I would regularly participate by dressing up in costumes and enhancing the atmosphere for the customers

The Moorgate Arms

Barmaid

- I was responsible for running this pub alone as it was more of a local within a community
- I had responsibility for greeting, serving and chatting to customers, in particular the regulars
- I was responsible for managing the cash and cashing up at the end of the evening
- I was responsible for locking up at the end of my shift
- I kept my bar tidy, organised the stock and cleaned as I worked

Woman's Zone Gym

Receptionist

- Inputting data on to the system
- Signing new clients up
- Updating clients data
- Selling the products to clients
- Taking telephone calls
- Sending and receiving emails
- Introductions for new clients
- Handling money
- Cashing up
- Filing
- Interacting with the clients
- Explaining and demonstrating how equipment worked

Voluntary work

Carer

- Assisting with personal care
- Providing support and company, conversation and encouragement
- Assisting with additional services, including reading and outings.

RSMA - Road safety marking association

Assistant

- Helping Companies put their stands up at exhibitions
- Handing out delicate bags that hold all the information about the companies and what they do
- Greeting clients and directing them to where they needed to be

Personal Statement

I am a friendly person with a bright personality. I am confident, patient and very mature. My Appearance is smart and I am reliable and punctual.

With extensive experience of working with the public, I have the skills to deal with people from all types of backgrounds and I am capable of handling situations professionally and competently.

I enjoy meeting people and working within customer facing roles, I am always pleasant and happy and create the atmosphere necessary for the role.

I am a proactive person with a logical approach to challenges within a high pressured environment. My ambition is to drive for success and become a highly dedicated member of a well established company. I am very keen to undertake any work which will challenge my abilities and I will undertake any work which may involve training and learning new skills. I am looking to find work within a professional environment which will offer new challenges and learning curves to broaden my knowledge, and help me start my career. Given the opportunity and right guidance I am sure to thrive.

Education

Health and Social Care NVQ Level 2

Blackburn College
2011 to 2012

NVQ Level 1 in Travel And Tourism

Blackburn College
2010 to 2011

GCSE in English Language

Darwen Vale High School
2005 to 2010

Law IIb in Law

Blackburn university - Blackburn
September 2019

Skills

- Time Management
- training
- Data Entry

- CPR

Certifications and Licenses

First Aid at Work

control and restraint

Mental Health Awareness

Additional Information

Full UK driving licence

Qualified Childminder

Safeguarding Certificate

Computer Literate