

# Mackenzie Blackstone

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16/03/2004

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## Personal Profile Statement

My name is Mackenzie Blackstone and I have recently turned 19 and I am looking to further myself in the world of work. I am a very motivated, adaptable and responsible individual and I am currently working as a crew trainer at McDonalds. I am looking to enter the business world as I previously worked a year at speedy services as a hire controller specialising in sales and providing the best customer service to avoid any mistakes or issues for customers and unfortunately had to leave this role due to college.

I am looking to be part of a homegrown workforce to learn and develop new skills and to work as part of a team to provide the best outcome for the customers and staff. I am invested into making a career for myself and am willing to put the work in to achieve this and believe this area will open up many opportunities and potential for future career progression.

## Education

Maths – Grade 5  
English – Grade 5  
Science – Grade 4  
Drama – Merit 2  
PE – Merit 2  
History – Grade 4  
Art – Grade 4  
Beauty Therapy Lvl2 – Merit 2

## Skills

Filing and data archiving  
Excellent communication skills  
Database management  
Excellent planner and coordinator  
Great team working  
Organisation  
Strong decision maker

## Employment History

**Tanning Consultant** 03/01/20 – 15/07/21

Sun shack

Employer - Lisa Wilkinson 07939 221438

Within this job role I was responsible for booking in customers, taking payments, selling and advising customer product purchases, general reception duties and maintaining a high level of cleanliness and upholding health and safety regulations. Left this role due to needing to study for GCSE.

**Hire Controller** 05/08/21 – 19/07/22

### **Speedy Services**

Employer – Dawn Hollingsworth 07709 399602

Within this job role I worked as a hire controller so my duties were answering and responding to phone calls and emails with customers providing the best service I can selling and advising product hires, and with any issues finding the most effective resolution. Also making sure equipment is being used safely.

**Crew Trainer** 07/08/22 - Current

### **McDonald's**

Employer – John DiLorenzo

Within this job the main focus is to provide fast and friendly service to customers and work as a team to achieve this. Whilst also keeping up the hygiene in the store at all times and taking the responsibilities to open and close the store.

### **Volunteering**

#### **British Heart Foundation**

I also volunteer for the British heart foundation working to raise money for this cause. Involving myself in fundraising walks and runs every year with my family.