

# Nicole Feeney – Curriculum Vitae

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## Personal Details:

DOB: 08 March 2000

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## Education:

Darwen Vale High School 2011 – 2016

Runshaw College 2016 - 2017

Blackburn College 2017 - 2018

## Qualifications:

### Subject

Mathematics	GCSE Grade A	2016
English Language	GCSE Grade B	2016
English Literature	GCSE Grade B	2016
History	GCSE Grade B	2016
Finance	GCSE Grade B	2016
Art	GCSE Grade A*	2016
Chemistry	GCSE Grade A	2016
Physics	GCSE Grade B	2016
Biology	GCSE Grade B	2016
ECDL Level 2	A* Pass	2016
Mathematics	AS Level D	2017
Psychology	AS Level E	2017
Physics	AS Level D	2017
Engineering	BTech L3 Ungraded	2017
Food, Hygiene and Safety Level 2	100% Pass	
Mental Health First Aid Level 2	Pass	

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## **Work Experience:**

<u>Post Held</u>	<u>Company</u>
<u>Date Started</u>	<u>Date Ended</u>

*Construction/Accounts Admin      Walbury Commercial*  
*September 2022                          February 2024*

### Main Duties

During my time at Walbury house I was initially responsible for assisting the company accountant with general admin work including but not limited to; bank reconciliations, dealing with accounts enquiries, inputting invoices and managing purchase orders. I was trained to use Sage while working in the accounts department. I was later moved to construction where I managed the purchasing of construction materials and organised deliveries to fit with schedules set by the site managers. I also managed the orders for the office for things like stationery and cleaning equipment.

*Assistant Manager      Turtle Bay Blackburn*  
*July 2021                          August 2022*

### Main Duties

In my position as assistant manager with Turtle Bay Blackburn I managed the day to day running of the restaurant, including; controlling labour in line with sales, managing stocks and GP, site and staff maintenance and running shifts. I also managed all of the stock orders for the bar, maintaining par levels and inputting them in to the stock system when they arrive. While at Turtle Bay I was also been trained to make cocktails to a high standard and also received kitchen training. I handled the end of week procedures including; testing the fire alarms, checking hours, banking, handling petty cash and inputting and evaluating stock. I was the mental health and wellbeing champion for the restaurant and attended a MHFA training course allowing me to assist those in need.

*Supervisor      Sbarro - Blackburn*  
*November 2020                          July 2021*

### Main Duties

My duties at Sbarro entailed making authentic New York pizza by hand and serving customers. I also made pizza dough fresh every day and prepared food for making the pizzas. I also completed daily paperwork and managed the cleaning of the shop. I managed the till, wastage and other staff ensuring that the shops needs were met.

*RTA Paralegal      AMT Lawyers - Blackburn*  
*November 2019                          July 2020*

### Main Duties

While working at AMT lawyers I managed over 160 road traffic accident claims and communicated with insurance companies, medical professionals and the courts to establish my clients' losses and win them compensation.

*Shift Supervisor      El Taco Loco - Blackburn*  
*October 2018                          September 2019*

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## Main Duties

During my time at El Taco I was responsible for the day to day running of the restaurant, taking orders from customers, preparing and serving food and drinks, cleaning, managing customer payments. I was also responsible for ordering and managing stock, payroll for employees, the rota shift system, banking and managing change, completing KPIs and restaurant manager checks. For around 6 months I ran the full restaurant alone as our restaurant manager had left without notice.

*Waitress/cleaning Staff Liz & Lil's Tearoom*  
October 2017                      July 2018

## Main Duties

My main tasks while employed at Liz & Lil's included taking orders, serving food and drinks to customers, cleaning and managing the customers payments. I also served alcoholic beverages and a wide range of hot drinks behind the bar.

*Front of House Team Northcote at the Rovers*  
October 2016                      January 2018

## Main Duties

I worked at Ewood Park taking customer's orders for food and drinks at a Michelin star level. Liaising with kitchen staff and serving the food. The restaurant catered for Sportsman's dinners, Weddings, and other special occasions and I was chosen to be team leader, which entailed delegating daily tasks to other team members. I also worked behind the bar on occasion over Christmas and served drinks at the bar and to the customers tables.

## Achievements:

Police Cadet of the Year	2015	(Darwen Vale High School)
Prefect	2016	(Darwen Vale High School)
Charity Circuit 6 hour Challenge In aid of Derian House Children's Hospice	2015 2016	

## Personal Attributes:

I consider myself to be a hardworking, conscientious and confident person. I work well with others in a team but can also use my own initiative to work on my own. I am a confident leader and always try to lead by example. I am friendly and approachable and have a wide circle of friends and family. I was born in Blackburn and still live locally. I am a good time keeper and can work under pressure. In my past roles I have been commended for my customer care skills, being polite and courteous to customers in some difficult situations. I believe I am a fun bubbly person that gets on with people very easily.