Jacob Harland

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I’m a creative, intelligent and adaptable individual with a common-sense approach to problem solving and a strong work ethic.

- Adept with both Mac and PC based operating systems.

- Competent with all major Microsoft packages, Photoshop and WordPress.

- Able to work well under pressure and to strict timings and deadlines.

- Comfortable working alone or as a member of a team.

- Trained and professional live sound engineer.

- Practiced and capable promoter of live events.

**Current employment**

Purchase ledger clerk - Integral

* Account reconciliations.
* Resolving/escalating any mistakes/inconsistencies within the accounts.
* Invoice processing.
* Answering queries via email and telephone.

Maintaining supplier relationships.

**Previous Employment**

**Stocktake coordinator - Independent Vetcare Limited** (September 2018 - October 2018)

Temporary (5 week) contract helping out with stock take for around 70 different company owned veterinary surgeries.

- Preparing spreadsheets and instructions for around 70 veterinary surgeries prior to stock take.

- Answering queries relating to stock take via telephone and email.

- Organising files relating to previous stocktake figures.

- Receiving and formatting stocktake figures upon return from surgeries.

- Cross checking received prices against supplier price lists.

- Adding up figures for different suppliers and item types.

- Chasing unreturned or incorrectly returned stock sheets.

- Correcting and confirming errors in returned stock sheets.

- Querying figures outside of a 5% variance from previous stocktake.

**Booking In Clerk/Lab Reports - Gradko International** (July 2017 - July 2018)

Small company doing air quality monitoring and manufacturing pharmaceutical grade tubing for (mainly) medical use.

- Creating and dispatching sample orders within database.

- Creating sample receipts within database.

- Entering sample exposure information onto receipts.

- Contacting customers regarding any discrepancies.

- Notifying customer of sample receipt.

- Checking and updating customer contact information within database.

- Filling out paperwork and attaching it to samples before analysis.

- Generating internal excel reports.

- Checking Excel reports for errors and discrepancies.

- Responding to customer queries via email and telephone.

- Collecting and distributing deliveries and post.

- Generating, formatting, locking and sending customer Excel and PDF reports.

- Testing beta version of new database, reporting bugs, writing up improvements that could made to booking in process.

**Temporary Data Gatherer - CBRE** (May 2017 - May 2017)

2 week temporary contract for a property management firm.

-Taking accurate, timely and discreet workspace utilisation surveys.

-Entering the results into a tablet and uploading to the internet.

**Accounts Assistant - Diane Wilding & Associates** (December 2013-February 2017)

Assisting with different areas for a small accounts firm.

- Working to deadlines with a high level of accuracy and attention to detail.

- Posting receipts, invoices and transactions using QuickBooks, then summarising the data in excel.

- Account reconciliations.

- Filing/sorting of documents.

- Replying to emails in a timely manner.

- Taking queries via telephone.

*- Temporary Admin Assistant - Cotswold Fayre*(November 2014-November 2014)

Helping out at a company Diane (of Diane Wilding & Associates) helped out at occasionally for 1 week.

- Timely filing/sorting of invoices.

- Data entry.

- Updating customer records.

**Temporary Admin Assistant - Mercedes Benz Southampton** (April 2015-April 2015)

Temporary admin work for 2 weeks covering sickness whilst my boss at Diane Wilding & Associates was on a holiday.

- Printing and organising job packs and car histories from various databases.

- Updating customer records.

**Kitchen Assistant - Mexigo** (April-August 2013)

Working in a small family owned ‘fast food’ kitchen.

- Working very busy shifts in a kitchen team of two people.

- Coordinating with front of house staff and assisting them during extremely busy periods.

- Food preparation.

- Unloading deliveries from suppliers.

- Organising the storeroom.

- Cleaning kitchen appliances, work surfaces, floors, walls as well as plates/cooking utensils.

**Kitchen Assistant / Line chef - Trago Lounge** (September 2011 - April 2013)

Busy kitchen work for a chain of tapas restaurants.

- Working in a team of up to five people preparing and cooking a variety of meals and desserts.

- Preparing, cooking and presenting food in line with the highest standards and company specification.

- Ensuring food was cooked and served to order with consistent ticket times.

- Stock control, including organising and sorting deliveries.

- Liaising with front of house staff in order to ensure efficient service.

- Following relevant food hygiene and health and safety guidelines.

**Live Sound Engineer** - Southampton Solent SU (2010 - 2011)

Doing occasional live sound work for the university SU whilst I was studying.

- Liaising with different promoters on set times and the types of bands playing.

- Overseeing/helping the bands loading in/setting up.

- Performing a Sound Check.

- Working the mixing desk and maintaining the best sound for the bands/audience for the evening.

- Making sure the bands stick to their set times and ensuring quick changeovers

- Monitoring sound levels to comply with health and safety.

**Hobbies & interests**

Organising and promoting gigs with a small team of friends, involving contacting bands, organising dates and a venue, promoting the show, packing in/out as well as working the mixing desk for the duration of the event, and often providing food and accommodation for the bands. I also write and produce my own music whilst at home.

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| **Southampton Solent University** (2009-2011)  Music Production (not completed)  **Salisbury College** (2007-2009)  Music Technology BTEC - MMD | **Kingdown Community School** (2002-2007)  GCSE - English Language + Literature (B,A), Maths(B), Science Double Award(B)  BTEC - ICT Double award |