**Thomas Lee Williams**

07931987576

thomas.williams29899@gmail.com

**Personal information**

Hi, my name is Thomas Williams. I am looking for a full time or part time job in retail or the service industry. I am a student who is working hard to get my degree in computer networking. I am good at keeping tasks in the respective time frames, I am quite happy to talk with customers and enjoy a fast-paced environment with lots to do (I dislike having too much downtime).

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| **Higher Qualifications** | **High School Qualifications** | **Skills** |
| * HNC Computer Science Grade B | * Higher Maths Grade B | * IT Literate |
| * HND Computing Networking A | * Higher English Grade A | * Math Literate |
| * CCNA Course Completed | * Design and Manufacture Grade A | * Time Keeping |

**Work history**

November 2017 － 2018  
**Crew Member** - McDonald's  
Dunbar

|  |  |  |
| --- | --- | --- |
| * Health and Safety awareness | * Situation Awareness | * Conflict Resolution |
| * Customer Service experience | * Confidence Building | * Patience |
| * Cash Handling | * Teamwork Work | * Team Building |
| * Register Training | * Individual Work | * Hygiene Awareness |

February 2017 － March 2017  
**Catering Assistant** - 4 Seasons Health Care  
Dunbar

|  |  |  |
| --- | --- | --- |
| * Working with the elderly | * Food Preparation | * Porter Duties |
| * General Tiding Duties | * Health and Safety | * Time Keeping and Management |

**Food Level Certificate:** **Elementary Food Hygiene Certificate Dunbar Grammar School**  
Scotland

**References**

Excellent references available on request.