

# THOMAS MCCARTEN

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## PERSONAL PROFILE

A mature student of Web Development BSc (Hons) at Manchester Metropolitan University looking for part-time roles to support my study.

A versatile, co-operative and level-headed worker with a willingness to achieve and a friendly, approachable nature. Excellent interpersonal communication skills. As a good listener and quick learner I can focus on the job at hand without distraction but still think on my feet and take the initiative when necessary.

Can work under pressure to hit targets and deadlines independently and within teams. I enjoy creativity in the appropriate circumstances.

## WORK EXPERIENCE

### Audio Typist, Take Note (2015-Present)

Transcribing audio to text  
Following strict grammar and formatting rules  
High standard of writing ability required  
Working to deadlines

### Production Operative, Hotter (2012-2013)

Flash trimmer on DESMA moulding machine production line  
Removed polyurethane flash with a manual de-burring blade  
Informed mould sprayer of upcoming colour changes  
Ensured that all moulded soles met required quality standard  
Informed the team leader of any faults with the machine

### Groundsperson, Red Apple Plant Nursery (2010-2011)

Team of four responsible for plant health and maintenance  
Potted, trimmed and weeded plants to specific instructions  
Improved nursery grounds through strimming and weeding

### Machine Operator, JMC Engineering (2013-2014)

Assisted in the fabrication of aluminium swinging-arms  
Used lathes, cut-off saws and drills to a high standard  
Worked on assembly when required  
Updated stock on bespoke database

### Warehouse Operative, Matalan (2011)

Order picker and packer of intake  
Located orders across two floors of distribution centre  
Worked to a daily picking rate of 450  
Packed items on intake to be stored within warehouse  
Reported any missing or damaged stock to PA

### Assistant Countryside Ranger, Beacon Park (2009)

Voluntary work helping rangers with conservation  
Strimming, mowing, hedge-trimming and litter-picking  
Helped to maintain the borough's 10 countryside sites

## EDUCATION

### Winstanley College, Wigan (2004-2006)

A-level Biology at grade B  
A-level Art at grade B  
A-level Computing at grade C  
AS-level ICT at grade C  
Key Skills Communication Level 3

### Upholland High School, Nr. Wigan (1999-2004)

Nine GCSEs including English and Maths between the grades of A\* and B  
Did work experience at JMC Engineering  
Joined Liverpool, Pembroke & Sefton Athletics Club

## KEY SKILLS

Proficiency in Adobe Photoshop • Proficiency in HTML • Proficiency in CSS • Working knowledge of PHP •  
Microsoft Office Suite • Vector graphics production • General IT proficiency • Working alongside others •  
Eye for detail • Professionalism