

Curriculum Vitae

Personal information

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Summary of qualifications

I am a competent individual who is motivated and committed to any work I do. I am adaptable with excellent communication and inter-personal skills and the ability to multi-task and use my initiative as required. I am currently studying an Academy Profession degree in Multimedia Design at KEA Copenhagen and I would like to branch out into the IT profession after graduation. I am honest, conscientious, punctual, flexible and hardworking who can work alone or as part of a team. I am aiming towards part-time employment, roughly around 12-15 hours a week, to supplement my income during my studies.

Key Skills

- A firm understanding of Adobe applications including illustrator and XD
- Compliant with Microsoft office packages including Word & Excel
- Experience with mark-up language such as HTML5 and Javascript
- Experienced with Cisco networking packages (e.g. packet tracer)
- Familiar with the running of OS's including Windows 7, 8, 10 & Ubuntu 18.04 (Linux OS)
- Confident at communicating with clients and colleagues alike
- Decision Making
- Proactive team player
- Mature, flexible, adaptable and customer-oriented approach
- Friendly to customers whilst dealing with several orders at once
- Working quickly and efficiently in data processing, data handling and devops operations

Work Experience

- 2020 – Front of House Manager at Namaste Hellerup**
- Opening the restaurant and checking sales from the previous day
 - Receiving incoming phone calls from customers and arranging bookings and reservations
 - Restocking refrigeration containers with beverages and recording stock takes.
 - Waiting on tables for customers
 - Recording all sales from the end of the day
 - Cleaning duties and helping chefs in the kitchen during busy periods
- 2020 – 2021 Warehouse Shipping Associate**
- Distributing shipments of packages for delivery
 - Picking stock for the purposes of shipment
 - Inventory duties and machine operations
 - Loader of packages on pallets
 - Operating and configuring database systems to find customer orders

- 2020 – 2021 Temporary work associate at Go Work**
- On call for various temporary employment positions
 - Packing chocolate at a chocolate factory
 - Shipping goods at warehouses
- 2020 – 2021 Newspaper Distributor at FK distribution**
- Distributor of advertisements and newspapers weekly
- 2009 – 2020 Retail Assistant at Tesco, Manchester, UK**
- Responsible for preparation and baking of baked goods
 - Organise and prioritise tasks to maintain sales floor operation.
 - Complete efficient and courteous till operation.
 - Liaise with colleagues and customers to ensure smooth running of the store.
 - Replenish and order stock.
 - Work as part of the recruitment team preparing for seasonal recruitment.

Education

- 2022 –** AP degree in Multimedia & Design at KEA Copenhagen
- 2020 – 2022** AP degree in Computer Science at KEA Copenhagen (first 3 semesters)
- 2017 – 2020** BSc (Hons) Computing and IT (50% Complete)
- 2010 – 2012** Foundation Degree in Popular Music and Production
- 2003 – 2004** NVQ 2 Exercise & Fitness
- 2001 – 2003** BTEC 1st Diploma Information and Communication Technology
- 1996 – 2001** GCSE s Inc Maths and English

Language

English – Native

Danish – Elementary Proficiency (Ongoing courses)

French – Elementary Proficiency

Personal interests

I am living in Copenhagen with my girlfriend. I am fond of playing pokemon on my DS and playing board games with friends. A new found love is creating artwork in adobe illustrator because I find the process calm and relaxing. I love to relax with movies and listening to music from a variety of different genres. I also have a passion for juggling and I enjoy travelling to new places and meeting people from all backgrounds.

References are available upon request