

Thomas O'Hanlon

D.O.B: 21/10/1993

07494 862226

thomasohanlon93@gmail.com

I am a young and enthusiastic professional with a high work ethic and strong attention to detail. My years of experience particularly with owning my own business and leading teams means that I can deliver high quality work whilst balancing multiple workloads using effective time management and prioritisation. Among this, I believe it helped me strengthen my mental fortitude and independence.

Front of House Representative Career Legal

(Nov 2022 - Present)

Responsibilities:

- Worked in multiple office buildings for companies such as Mitie, 2TVC (BBC Studios) and Spotify.
- Meet and greet all guests including employees, VIPs, celebrities and artists.
- Other general admin tasks ie organising asset collection, allocating access in advance etc.

Self-employed TKO: HQ

(Aug 2020 - Jul 2022)

Responsibilities:

- Casual day-to-day operations like cleaning, operating the front desk, dealing with enquiries, planning classes and sessions for clients.
- Other high priority tasks would include marketing, bookkeeping, financial forecasting, customer acquisition and retention.
- Training and preparing athletes for competitions, this includes deep analysis of technical ability, tactical preparation, weight cutting i.e. fat loss and water cutting, emotional/mental management. All of these are monitored on a daily and weekly basis.

Key Achievements:

- Having athletes compete at a European competition.
- Shooting of a promo for an energy drink owned by Bruce Buffer, MC for the UFC.
- 38k turnover in our first year despite the pandemic.

Supervisor Mobile Covid Testing Unit

(Jan 2020 - March 2020)

Responsibilities:

- Managed a team of 12 people which included regular training, briefing and debriefing every day, break management, vehicle checks and rota production.
- Transporting our team and test vehicle as part of a convoy to our daily testing site and performing site and safety checks to then be written into a report.
- Enforcing correct PPE usage, sanitisation and correct application of tests for our test subjects.

Key Achievements:

- I was selected by our Regional Manager to help train other teams across the South-East region.
- Became the team with the least amount of voided tests after having the highest.

Team Leader
Amazon

(Oct 2019 - Feb 2020)

Responsibilities:

- Ensuring smooth work-flow in the warehouse on my designated cluster using Amazon's intranet system to assign work loads to the appropriate agents.
- Doing regular sweeps to find and reallocate any misplaced or faulty items to a new delivery route. This, again, used Amazon's own software to track the recipient.
- Regular reporting to the warehouse manager to track efficiency of our designated cluster ie. how fast are our "delivery routes" being done, why there may have been lateness, reporting mistakes being made by the system.

Key Achievements:

- I was promoted into my leadership role within my first two weeks at the company.
- The team consistently had the fastest times for the completion of our delivery routes.

Qualifications**A Levels**

Fine Art – B

Graphic Design – B

Film/Media Studies – B/C

8 A-C GCSEs including English, Maths and Science.

Hobbies and Interests

In my spare time I love training martial arts, playing video games, going out to eat and watching films/TV shows with my partner.

References

Available on request.