

**Harvey Jordan**  
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## **Personal Profile**

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A reliable and trustworthy individual. Always willing to be flexible, adaptable and open to change, regarding working hours and tasks and duties undertaken. Can plan and prioritise own workload effectively, with the ability to multitask and combine roles, whilst maintaining a high standard of work. Able to work well both independently using own initiative and collaboratively as part of a team. Can remain calm and patient in stressful situations and work under pressure in busy, fast-paced environments. Looking for a role where existing skills can be utilised and happy to learn and carry out any training opportunities for development.

## **Key Skills**

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- Verbal and written communication
- Active listening skills
- Problem solving and decision making
- Time management and organisation
- Customer service and interpersonal skills
- Able to follow instructions and procedures
- A high standard of IT skills
- Cash handling, stocktaking, cleaning and food preparation experience

## **Employment History**

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### **Cooplands | Sales Assistant | November 2021 – January 2023**

- Replenishing the stock
- Rotating and replacing products
- Carrying out some baking duties
- Serving customers, taking cash and card payments
- Mopping and carrying out a range of cleaning duties
- Helping the Manager out and stepping up as Team Leader, when required

### **Jerome's Pavilion | Pot Washer | August 2021 – October 2021**

- Washing pots at a fast rate, so there was no build up
- Keeping the dish area organised and free of clutter
- Maintaining a clean work area throughout each shift
- Communicating with both colleagues and customers
- Being praised for my hard work when it was busy during the summer holidays

### **Paper Boy | June 2021 – September 2021**

- Covering other colleagues rounds when they were not available
- Helping the elderly put their bins out in a morning, as some of them struggled to do so
- Communicating with customers to ensure they were happy with the service

## **Education and Training**

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### **Drifffield School and Sixth Form | September 2016 – May 2021**

GCSEs, including English and Computer Science