

William Cadwallader

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Personal Profile

I am a hardworking and reliable person who has a proven excellent attendance record at college and university. Through academic study I have gained excellent organisation and team work skills. I am conscientious, reliable and have a positive and mature attitude to work. I enjoy learning new skills and taking on responsibilities.

Key Skills

- Working to deadlines
- Working effectively within a group
- Solving problems and using my own initiative
- Operating computers
- Flexible, innovative and adaptable
- Caring and approachable
- Full, clean driver's licence and own transport

Education

University of Worcester 2012 - Present

Currently studying:-

- Bsc Computing 2012 – Present

Worcester College of Technology

Qualifications gained:- 2008 - 2010

- English GCSE Grade C
- Microsoft Server 2008 Pass
- OCR Level 1 in Information and Communication Technology Pass
- OCR Level 2 Key Skill in Communication Pass
- Cisco CCNA Discovery Pass
- Cisco CCNA Exploration 1, 2, 3 and 4 Pass
- E-Equals (Microsoft Office 2007) level 2 Enhanced Diploma for IT Users Distinction
- E-Equals (Microsoft Office 2007) level 3 Advanced Diploma for IT Users Distinction

Stourport High School/Language College

2004 - 2007

GCSE Qualifications gained:-

- BTEC Art And Design Pass (Equal to 4 x C)
- Maths Grade C
- RE Grade C
- Science Grade D
- ICT Grade D x 2
- German Grade E

Employment History

Warehouse Operative, Shop Direct Droitwich (Blue Arrow Agency) Sept 2011 – Dec 2011

Duties included: Order picking, Order Scanning, Labelling, Receiving Stock, Despatching Orders, Collating Orders and Banding.

Trainee Assistant Estate Agent, Quality Solicitors Parkinson Wright Jul 2012 – Sept 2012

Duties included: Inputting customer details onto the system, comparing properties, creating particulars, telephoning and answering calls from customers and other staff, photocopying documents, filing hardcopy documents, greeting customers, referring customers, accompanying property visits.

Achievements and Interests*Achievements:-*

- First place in talent competition for performing magic tricks at my previous school
- Being accepted into Worcester College of Technology
- Passing my driving theory and practical tests first time
- Being accepted for an Trainee Estate Agent role
- Being immediately offered a place at Worcester University on the day of my interview

Hobbies and Interests:-

- Socialising
- Computer repair and building
- DJ Mixing
- Video gaming
- Driving
- Sport (Snooker, Pool and Go-Karting etc.)

Referees

References available upon request