

## **Profile**

Organised and committed individual with a willingness to learn and progress. I am both enthusiastic and committed to taking the next step in my career path. I am looking to secure employment to allow me to amass the skills; knowledge; and most importantly, experience needed to ensure success.

I can focus on tasks to ensure they are accomplished to the best of my abilities. I enjoy working independently but can also work within a team, collaborating successfully with others to accomplish shared goals.

I am punctual; honest; polite and keen to get into the workplace. I am always looking for opportunities to obtain new skills and engage in training, which will allow me to develop personally and add to my existing skill set.

## **Work Experience**

- Best Connection Agency: DHL Pirelli and DPD, Carlisle (October 2020 - March 2021)

I was previously employed with the Best Connection work agency. Whilst employed with them, my work alternated between DHL Pirelli and DPD. At Pirelli, my duties consisted of loading heavy tyres onto a conveyor belt ready to be loaded into the wagon. At DPD, my duties consisted of loading heavy parcels and pallets into the back of a wagon, stacking and shrink-wrapping pallets and sweeping the warehouse floor to prevent any trip hazards.

- Cats Protection Carlisle: Volunteer Shop Assistant (September 2020 - Present)

My duties here include sorting through any donated stock, checking donated CDs, DVDs, books and vinyl for any damages before putting them on the shop floor, labelling and pricing items to put onto the shop floor and using a steamer on donated clothes.

- Game Carlisle: Shop Assistant (March 2020)

Whilst on a work experience programme from the Jobcentre, I took the role of a shop assistant at Game. Whilst here, my duties consisted of sorting through any deliveries that were brought in, tidying and putting new items onto the shelves, dealing with the needs of customers and organising paper game inserts into alphabetical order.

- Marks and Spencer, Kingstown Carlisle: Sales Assistant - Voluntary (October 2019)

Whilst on the Work and Health programme I also completed a two-week placement at Marks and Spencer. My general duties here included scanning online shopping parcels, replenishing stock, organising stock and dealing with any customer enquiries.

- Carlisle & Eden Mind: Volunteer Shop Assistant (January 2019 – September 2019, September 2016 – March 2017)

Assisting with the running of a busy charity shop, helping to raise funds to support people with mental health issues. General duties included sorting donated stock and preparing for sale, pricing items, putting items out for sale and assisting customers at the till.

## **Education and Qualifications**

### ***Carlisle College (2016 - 2018)***

BTEC Level 3 IT Diploma

BTEC Level 2 Computing

GCSE English (7)

### ***Caldew Secondary School (2011 - 2016)***

GCSEs: Maths (Higher Tier) (C), Sciences (B, D), French (B), Computing & ICT (C, C)

## **Interests**

Enjoy computing and technology of all kinds, activities with friends, music and walking.

## **References**

- Geoff Severs - DPD shift manager, Unit D2, Kings Dr, Park South, Carlisle CA6 4RD, 01228 829643
- Greta Carruthers - Cats Protection Carlisle manager, 46-48 Castle St, Carlisle CA3 8JA, 01228 592110