

Joseph William Brewer

(Known as Joe)

Hampshire, Basingstoke RG21 3EN

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Personal Profile

I am a confident individual who in my short career has performed well in stressful office scenarios. I have worked with many different colleagues in a number of situations which required strong communication and team work to complete tasks efficiently. I can work in a team environment but equally happy to work on my own when required. I listen and take on feedback to help improve and achieve my goals.

Marketing assistant BWI Business women in May 2021 - Present

My duties included

- General admin
- Giving feedback to colleagues
- Attending courses including: digital marketing, branding, social anxiety and the customers experience, blog writing, cv writing
- Creating posts for BWI's social media platforms and researching topics to improve the posts for the social media platforms

Employment

Basingstoke and Deane Borough Council Sep 2018 – Sep 2020 Legal Administrative Apprentice

Until 30 September 2020 I was working at Basingstoke and Deane Borough Council as a Legal Administrative Apprentice. I completed a level 3 business admin NVQ and level 3 diploma.

My duties included

- Setting up electronic files on the legal team's case management system (Iken),
- Photocopying scanning and binding up legal documents to be stored or sent out to clients
- Raising invoices
- Sealing legal documents so the orders could be complete and actioned
- Organised meetings by booking rooms to accommodate when the most employees in the team are available for the meeting
- Conducting land registry searches to find out ownership of certain pieces of land
- Generating reports and documents through Word and Excel

I attended training courses which included: Resilience, Project management, Presentation skills, Interpersonal communication skills, Equality and diversity, Team working and time management, Customer service and Excel intermediate training.

This has helped me a great deal as I have transferred many skills, I have learnt from these courses back into my workplace environment and increasing my relationships with colleagues in a positive manner.

I completed the NVQ and Diploma in May 2020 and I then began working with the procurement team alongside the legal team. This involved monitoring the team's inbox and distributing the emails around to the correct people, making sure their contract register was up to date and making sure clients were kept up to date, meaning I had to manage workloads and prioritising work for the different teams.

Other Work Experience

Whilst in year 10 at school I undertook one week work experience at Applied Network Solutions Ltd in Basing View. During the week I assisted with preparation of surveys due to be used by the civil service. I also edited the guide documents for their computer systems.

Education

The Costello School, Crossborough Hill, Basingstoke RG21 4AL 2013 – 2018

BCOT 2018 - 2020

Qualifications

Subjects	Grades
Business Studies	B
Computer Science	4
History	3
Geography	4
Maths	5
Science (Double)	5/4
English Language and Literature	4

Level 3 Business admin NVQ and Diploma Passed 2020

Hobbies

I enjoy playing and watching football, in the 2015/2016 season I won the most improved player trophy, this award was voted for by the players, parents and coaches of my team.

I am a church bell ringer. I rang a quarter peal at the first attempt at age 12. Wolverton is the tower I learnt to ring in. To ring church bells you have to have good listening and communication skills and work well in a team. I have met a wide variety of people of all ages, professions and walks of life.