

Roman Pegg

(HE/THEY)

 07904605101

 romanpegg@gmail.com

 Chippenham, SN14 0AA

SKILLS

- Organisational skills
- Time management
- Communication skills
- Team working
- Reliability
- Trustworthy
- Creative thinking
- Problem Solving
- Accuracy
- Attention to detail

ADDITIONAL INFORMATION

- Fully ICT Proficient
- DBS Clearance
- Hold provisional driving license
- Volunteered in the Blue Cross charity shop 2014
- Hobbies and Interests include; socialising with family and friends. Being creative and all forms of design and decorating.

REFERENCES

Available Upon Request

PERSONAL PROFILE

I am a polite and cooperative person who is instinctively helpful and enjoys being creative. I am thoughtful, tactful and would like an opportunity to further develop my communication skills. I am also target driven and hardworking. I perform well either as part of a team or completing individual projects. I possess excellent time-keeping skills, this is shown mainly through my ability to stick to tight deadlines and complete tasks set by myself. I have developed a careful and responsible attitude when placed in various different situations and environments. This has also helped me to become flexible and adaptable.

EDUCATION

Hardenhuish High School, 2010-2015

GCSE Maths A
GCSE English Literature A
GCSE Statistics A
GCSE Music A
GCSE Religious Studies A
GCSE ICT A
GCSE English Language B
GCSE Science Additional & Core B
GCSE Drama B

Bath College, 2015-2017

Level 3 Diploma in Popular Music Performance-
Triple Distinction

EXPERIENCE

X-GenVR, Customer Service Assistant, 2019

- Maintaining computer systems including setting up and shutting down.
- Trouble shooting IT glitches
- Managing customer appointments
- General Housekeeping

B2B International, Market Research Agent, 2018

- Business engagement, cold calling, including within international time zones
- Build up rapport with different clients from different continents
- Communicating with different levels, including colleagues and directors, CEO's, shareholders.

Tasty House, Counter Assistant, 2016

- Serving customers, taking orders and serving food and drinks
- Using till system, managing money
- Replenishing stock and packing orders.

The Crown Inn, Housekeeper/Customer Service, 2016

- Cleaning rooms/general housekeeping
- Taking orders, Using till system, managing money
- Serving food and drinks to customers