

Alexandra Humble
Stokesley North Yorkshire
01642237978
Alexhumble1998@icloud.com

Personal summary

I am a motivated and organised person who works well in a team environment but I enjoy working on individual tasks. I communicate well and I have a friendly disposition which makes me easy to work with and speak with people. I have excellent time keeping skills and I am extremely reliable and loyal. I am looking to develop professionally and learn new skills. I have good problem solving skills and attention to detail.

Work History

Business Women in - Marketing Assistant

Kickstart 6 month placement 30 January- 31 July 2022

Employed via the government's kickstart scheme working from home 25 hours a week and

Duties and Responsibilities:

- Attended 14 workshops on a variety of topics Branding, Canva, Time management , blog writing, Networking, Mental health first aid and LinkedIn.
- Completed courses on content planning , Marketing campaigns and Content creation
- Learned how to use google workplace and canva
- Worked on a project to create resources for the BWi community members
- Worked as part of a team and attended regularly meetings
- Wrote a blog
- Wrote a cv
- Created a marketing plan
- Google digital garage

Teesside Hospice charity shop - shop assistant

Kickstart 6 month placement September 2021. December 2021

Employed via the government's kickstart scheme at Teesside hospice as an assistant working 25 hours a week .

Duties and responsibilities:

- Managing effective stock control and flow
- Cash Handling and electronic payment
- Banking
- Merchandising
- Provided excellent customer service
- Supported shop volunteers in their individual tasks
- Promoted and encouraged gift aiding

- Due to my effectiveness within this role. I was provided the opportunity to undertake further training within the role such as processing returns, cashing up and locking up the store because of my approach and competence in this role.
- Sale of lottery tickets at the till point . I regularly sold the most lottery ticket sales within the store. My best was 25 tickets in one day.

I received excellent feedback from both the store manager and cluster manager.

Teesside universities catering department - catering assistant

Zero hours contract - January 2019- March 2021

Employed by Teesside university as a catering assistant within their busy on site catering team on a zero hours contract.

Duties and responsibilities:

- Preparing hot and cold food
- Serving customers
- Cash handling and electronic payment
- Barista
- Undertook required health and safety training
- Helped prepare the food for big events such as Graduation
- Managed the stock rotation and flow of goods
- Monthly inventory check for each unit
- Washed pots
- Made pizza, cookies, salad, sandwiches, condiments etc
- Gave assistance to customers regarding food allergens and personal menu options.

Work experience\ Volunteering

Teesside Hospice charity shop -volunteer

October 2018 to March 2022

Up until recently I volunteered at the Teesside hospice charity shop in Stokesley. This role has given me the opportunity to come out of my shell and grow as a person.

Duties and Responsibilities:

- Customer service
- Time management
- Sorting stock in the sorting room
- Merchandising
- Effective storeroom management
- Undertook required induction training
- Ensure that the store is effectively clean and tidy
- Work within a team
- Processing gift aid / signing people up to gift aid

Work experience Teesside university garden restaurant

1 November 2018- December 2018

I undertook a six week work experience in the garden restaurant at Teesside university.

Duties and Responsibilities:

- Hot and cold food preparation for breakfast and lunch
- Serving hot drinks
- Keeping fridges stocked
- Making and packing salads, smoothies, sandwiches, coleslaw and baked potatoes
- Pot washing
- Cleaning tables
- Customer service
- Checking the stock level of goods
- Understanding how the mechanics of catering works and what it is about and what you are expected to do.

Blue apple training - July 2021

Level 2 certificate - principles of customer service 5.

BIAB Level1 - April 2021

Certificate in foundation learning and employability skills

Middlesbrough college - September 2017- June 2018

City and Guilds Level 2 Professional cookery

Successfully passed the above city and guild level 2 professional cookery

Which included

- Health and safety training
- Food hygiene in storage, preparation and cookery
- Working relationships
- Handling knives
- Preparation of meat, soup, pasta, sauces, poultry, vegetables and hot and cold desserts.
- It was in two parts learning to cook and then some workbook work where you dived into the processes

Carmel College all girl catholic school - Auckland New Zealand

February 2011- November 2017

Attended secondary school in Auckland New Zealand and achieved the following qualifications.

- Level 3 NCEA - A level
Hospitality, Religious studies, Geography and tourism
- Level 2 NCEA- 0 level - C grade
Hospitality, English, Health studies, Religious studies, Geography and tourism
- Level 1 NCEA
English, French, maths, Religious studies, science, geography, history and tourism

Hobbies and Interests

My passions are gardening and cooking. I love to read and cook for my family and friends using ingredients that I have grown in the garden. I am enthusiastic about the environment and the issue of plastics in the ocean. I grow my own vegetables and herbs and use them to add flavour to my cooking. I also love being out in nature and visiting parks and walking the family dogs. I love to travel and explore new places, especially in the USA . I love that country. I have a 5keen interest in fashion and American politics.

Skills and abilities

- Multitasking
- Teamwork
- Able to solve problems in a critical way
- Time management
- Strong work ethic
- Organisational
- Self motivated
- Willing to learn new skills to be able to grow and develop
- Keen to learn new things
- Up for a challenge

References

Are available upon request