

84 Bradford Road, Atworth, Melksham, Wiltshire, SN12 8HY

Email: kirwan.james1@ymail.com

Mobile: 07864920595

James Kirwan

In Spring 2021, I had an Autism Spectrum assessment and the outcome confirmed that I have Asperger Syndrome. I find situations which involve communicating with numerous people at the same time a little challenging, and affects my self-confidence. My written communication skills however are good. I am now looking to find the right opportunity to match my skills and be able to make a positive contribution. I feel positive about learning new skills.

Interests

- Reading, mainly fiction
- Cooking
- Travelling

Skills

- Eye for detail
- Carrying out instructions
- Good listener
- Google Workspace (Calendar, Drive etc..)
- Canva Design
- Research
- Organisation
- Problem Solving
- IT
- Certificate for Portable Appliance Testing – August 2019, gained in the work place
- Full driving licence – November 2018

Education

Bath College

2015 - 2017

Qualifications

BTEC Level 3 Computing (Equivalent to two A-Levels)

Certificates

DECC Student of the Year 2017, awarded for voluntary work

Warminster School

2013 – 2015

Qualifications

8 GCSEs including: English Language – B, English Literature – C, Science – C and maths – C

Experiences

31st January – July 2022 Business Women In, Marketing Assistant, Kickstart

- Creating resources for the BWI website e.g. How to find a job on LinkedIn.
- Mental Health Aware Course
- Learning all about digital marketing
- Research of various topics e.g. Ten great examples of email signatures

March 2018 – Present Dorothy House, Furniture Shop (part time, voluntary)

- Various tasks, e.g. researching prices of items online in order to see if item can be sold on eBay or in shop, moving furniture from the warehouse to the shop floor.
- Record-keeping on spread sheet.
- Testing electronics then logging them on to a spread sheet.

June 2021 – Dec 2021 Wiltshire Council, Employability Skills Courses

- Develop Confidence and New Directions
- Discovering Confidence
- Boost your Skills

May 2019 – Feb 2020 Wiltshire Council, Wiltshire and Swindon Learning Resources Hub (part time, voluntary)

- Assisting the team as required in the resources storage warehouse, and with audio visual resources. Also contracted to support the team during busy periods.

June 2018 – Feb 2020 National Trust Finance Service Centre (part time, voluntary)

- Sorting and updating payment records on spread sheets, and other tasks as required.

March 2017 The Percy Community Centre, Bath (part time, voluntary)

- Providing IT support for a disabled user at the Centre
- Sat alongside the learner and helped to support him during his IT studies.

March 2017 – May 2017 Age UK Computer Club, Bath (part time, voluntary)

- Helping elderly individuals to learn and develop their IT skills, as well as aiding with any problems they might have.

April 2016 – May 2016 Bath College, Library help desk (voluntary).

- Being available to help students e.g. checking out books, logging of students' use of laptops in the library.

References available upon request