

YOUR NAME

ADDRESS:

TEL:

MOB:

EMAIL:

PERSONAL PROFILE **Keep this short and to the point, think of it as your shop window.**

E.g.

An enthusiastic team player with experience of working within a busy environment, along with excellent communication skills. A motivated and organised individual with a professional but friendly manner and a determination to succeed.

EDUCATION & QUALIFICATIONS

Any relevant Qualifications go here.

E.g.

2003 – 2006	University Degree and Level
1999 – 2003	High School / College Qualification & Grade

EMPLOYMENT HISTORY **Here you should highlight your employment history**

E.g.

October 2006 – Present	<u>Retail Company</u> Stockroom & Replenishment Assistant
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Duties include:

- Replenishing the sales floor with stock, to replace stock that has been sold
- Processing delivery stock and correctly storing in stockrooms
- Maintaining standards and quality in stockrooms across the store
- Preparing stockrooms, sales floors and stock for sale periods and price changes
- HHT training and experience

Also add any achievements have made whilst in employment

May 2009 – Present	<u>Museum</u> Bank Holidays Assistant
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Working primarily in customer related services such as the gift shop and entrance desk.

Duties included:

- Welcoming visitors, directing vehicles and taking payment for entry to the site
- Gift shop till control, dealing with large sums of cash and credit cards
- Restocking gift shop and maintaining a high standard of presentation at all times
- Continuously available for visitor enquiries and comments

2005 – 2006

Coffee Shop & Bistro
Waitress

Duties included:

- Dealing with customers
- Preparing and serving food and drink
- Working in small teams to provide fast and reliable service
- Staff Training
- Working well under pressure
- Dealing with finances

If you have a particularly long employment history perhaps include a brief summary on earlier or irrelevant jobs in a list form or even on a separate sheet of paper.

VOLUNTEER WORK **If you have done any voluntary work highlight that here**

Summer 2009

Wildlife Park
Volunteer Ranger

Working closely with the Publicity and Education Manager.

Tasks included:

- Visitor interaction during Talks and Feedings
- Enclosure supervision
- Availability for visitor queries and questions
- Maintenance and development of enclosures
- Introduction of reptiles to visitors and school visits
- Feeding, in teams and individually

Summer 2008

Nature Reserve
Volunteer

Working in a small group including volunteers of numerous ages, tasks were approached with a positive attitude.

Tasks included:

- Maintaining areas of the reserve, strimming, clearing and preservation
- Communication within groups to achieve projects
- Task leadership and organisation

1999 - Present

Wildlife Management
Volunteer

The group aims to 'maintain and enhance the flora and fauna of the District.

Tasks Include:

- Working in small and large groups of all ages
- Restoration, creation of woodland and preservation
- Group leadership and organisational skills
- Team communication
- Safety awareness

SKILLS mention any relevant skills including I.T. software

- **Computer Literate** – Good knowledge of Microsoft Word, PowerPoint and Excel.
- **Driving Licence** – Full, clean licence.
- **Well organised**- numerous large projects during my degree have required good time keeping and planning. Keeping a balance between academic and social aspects of university.
- **Oral communication and presentation**- can speak well in a group to present ideas and aid progress of presentations and reports.

INTERESTS / HOBBIES keep this short and to the point, avoid listing anything too controversial.

Wildlife, Literature, Climbing, Walking, Cooking, Music and Photography