

Adam Student
123 Oakley Road
Bromley
Kent BR2 8HP
Tel 01689 856060
Mobile 07735 654 786
Email astudents@rws.uk.net

Profile – (Explain who you are & why you are interested in applying for job)

I have shown myself to be self-motivated, committed & determined in achieving my goals, come what may. I have also demonstrated negotiating & organising skills, a sense of responsibility & my capacity to work hard under pressure. I am able to relate to a wide range of people, as proven by my varied work experiences. My present job requires me to use a computerised till system and be able to work accurately.

Education & Qualifications

Ravens Wood School Sept 2008 to date – Presently studying A levels in Sixth Form
Predicted grades: Computer Science B, Media C, French B

GCSE Grades

Maths	B
English	B
Chemistry	C
French	B
Geography	A

Key Skills – (Include skills that employers are looking for & evidence them)

Teamwork – Enjoy working in both team environments and independently
Fast and Proficient IT skills – Word, Access, internet explorer, email
Research – Essay writing via internet & library
Willingness to learn – Acquired new skills through part time employment at Sainsbury

Work Experience/Previous Employment – (Include any work experience relevant to the job you are applying for)

Saturdays Dec 2013 – to date Sales Adviser, Fenwick's, Canterbury

Duties involved customer assistance and advice, stock taking, ordering of relevant stock from warehouse and its unloading, arranging stock, arranging and displaying sales items, till operating (handling cash and till floats, plus ordering change), arranging special orders and deliveries, as well as answering telephone enquiries.

I was also responsible for my own particular sections of the department and had to ensure they met with the approval of my managers.

July 2016 – Crimestopper, Two-week work experience as a Production Runner, Soho London.

Research: current affairs, Internet, VT
Working in a busy office: clerical work, answering telephones
Liaising with actors, policemen, general public and victims

Arranging delivery of packages, transport and hotels
Location and live studio experience: runner, soundman
Prop buying and set dressing

Interests – (Relate interests to role you are applying for)

I captained the local hockey team for 2 years. At school I was a member of the hockey team that won the Chelmsford Cup.

I travelled independently through Australia and Malaysia. I spent one year raising funds and organised the trip with three friends. The experience taught me how to use my initiative and be a team-player, how to be self-sufficient, how to handle a large budget and to cope with unexpected situations.

CSLA Award Scheme. This involved planning and teaching children sporting exercises for a set number of hours each week.

Able to speak some French and currently teaching myself spoken Japanese.

Reference are available on request