

Name
Address
Mobile:
E-Mail:

Personal Profile

A hardworking, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, and have a good sense of humour. I am able to work independently in busy environments and within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems

Skills & Abilities

- Proficient using Microsoft word, powerpoint and publisher
- Good interpersonal skills & communication
- A quicker learner with the ability to adapt to situations

Work Experience

Company Name

Dates

Job role

-

Education and Qualifications

Greater Brighton Metropolitan College

- Most recent Education/ Qualification

Hobbies & Interests

References Available upon Request