

Sally Smith CV

Email Address: sally@hotmail.co.uk

Contact Number: 077788XXXX

Resides: Hackney

Availability: 2 weeks

Salary Expectations: £25,000

Personal Profile

I am a well organised, hardworking and self-motivated individual with the ability to work not only independently but also as part of a team. I enjoy a challenge and having to think on my feet. I can communicate effectively at all levels and work well under pressure. I am willing to learn and gain new skills to develop in my role whilst approaching all tasks in a professional manner. I am reliable and able to work to deadlines.

Key Skills

- Friendly & polite
- Team Player
- Planning and Organisation Skills
- Keen & enthusiastic
- Able to follow instructions
- Excellent telephone manners

Education/Qualifications

Bishop Challoner Catholic Collegiate Girls

Sept 08 – June 13

- English Lit - B
- English Language - B
- Maths - C
- Science - Merit
- ICT - Merit
- Catering – B

- Media Studies - B
- Religious Education – C

Year 6 School Work Experience

St. Agnes Catholic Primary School
Teaching Assistant
Spring 2012

Barking & Dagenham College
Sept 14 – June 15

- Level 3 Diploma in Professional Patisserie & Confectionery - Pass

Employment History

Bouygues Energies & Services
March 2017 - Present
Helpdesk Administrator

- Logging jobs for the maintenance, cleaning and security team
- Sending the right team out to fix any problems
- Answering calls and responding to emails from staff, supervisors and facilities managers
- Liaising with subcontractors to get work booked in onsite
- Using Maximo daily – raising service requests, purchase orders and quotes
- Ordering materials for all the sites
- General customer service

RE Hospitality
Dec 2016 – March 2017
Waitress

- Delivering a warm and charming service to clients
- Creating a friendly environment for guests
- Excellent at multi-tasking
- Taking care of allocated tables during service
- Reporting any problems or issues with guests to the manager on duty

JD Sports
Dec 2014 - Feb 2015

Christmas Temp Sales Assistant

- Providing good customer service
- Greeting guests
- Organising & pricing Stock

Hobbies and Interests

Cooking is my passion, any spare time I have I will cook for and eat with friends and family, I am also a very keen horse rider and enjoy reading books on astronomy.

References Available on request