

CURRICULUM VITAE – GOOD EXAMPLE

JENNIFER JONES

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PERSONAL PROFILE

I am an enthusiastic, hardworking and motivated individual. I pick up new skills quickly, enjoy taking responsibility for my work and have a positive, helpful and supportive attitude. I have a high emotional intelligence, can effectively work through conflict and enjoy coming up with new ideas and using my creativity. I am organised and focussed and enjoy working in a team to problem solve and achieve my goals. I am also caring and approachable and have a good sense of humour.

KEY SKILLS

- **Confident Leadership Skills** – able to motivate and support a group of people under my responsibility
- **Strong Communication Skills** – confident on the phone and also in delivering presentations
- **Excellent Teamwork skills** – able to work effectively in a team and enjoy sharing and brainstorming ideas
- **Good Customer Service Skills** – able to clearly and politely communicate with customers and handle enquiries
- **Strong I.T skills** – Including experience using Microsoft Word, Excel and PowerPoint.

WORK HISTORY

Tesco's Head Office, Kensington

December 2012 – February 2014

Administrator

Key Responsibilities

- Raising invoices, answering phone and dealing with incoming and outgoing post
- Greeting guests, booking meetings and taking orders
- Supporting Chief buyer with all administrative tasks

Orleans Infant School, Shepherd's Bush

January 2012 – October 2012

Teaching Assistant

- Overseeing small groups and whole classes, managing behaviour and timeouts
- 1-1 support with young people with special educational needs
- Prepared and designed classroom resources

**New Look, Hammersmith
Sales Assistant**

April 2011 – December 2011

Key Responsibilities:

- Ensuring the store was clean and tidy at all times
- Helping customers select and find the right items of clothing
- Serving the customers on the till
- Handling returns and complaints

EDUCATION & QUALIFICATIONS

Berryfield Academy, Hounslow
Customer Service Level 2 – OCR

January 2013 – March 2013

Cumberland School, Newham

September 2008 - July 2011

GCSE's:

- English (A)
- Maths (B)
- French (C)
- IT (B)
- Science (C)

Other subjects studied include: Geography, Drama and History

VOLUNTEERING

Princess Alice Charity Shop, Chiswick

May 2010

While at school I set up a two week work experience placement volunteering at the Princess Alice Charity Shop. I was responsible for attaching the price tags to clothes, serving customers and ensuring the store was organised and tidy at all times. I was also responsible for receiving new donations and arranging them into sizes and male and female categories.

INTERESTS

My interests including listening to music and discovering new music acts. I also love to read and have recently enjoyed Usain Bolts autobiography. I also enjoy sports and am a member of my local football and swimming teams. I enjoy going to the gym, trying new foods and spending time with my family.

REFEREES

Available on request.