Jade Riviera

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Seatown

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Personal profile

I left school in July 2023 and am enrolled on a Business Admin Level 1 course at the Sheffield College. I am looking for a part-time job to go alongside my studies, preferably in a retail or customer service role. I have good communication skills, get on well with people and am organised, reliable and trustworthy. I am flexible and would be available to work evenings or weekends and undertake any required training.

Key skills and personal qualities

* Honest and reliable – I do shopping and babysitting for neighbours and family
* Good communication skills – verbal, written and by ‘phone
* IT skills – including MS Office, web based and social media applications
* Flexible – am willing to work evening and/or weekends
* Enjoy working as part of a team but can also work on own initiative

Education and qualifications

2018 – 2023 Chaucer School, Sheffield

Completed education to GCSE standard grades 1 – 4

Microsoft 365 Champion certificate – passed

Work experience

In school year 10I did a 2-week work experience at a local pet shop which involved cleaning the animal cages, keeping the stockroom tidy and helping customers.

Hobbies and interests

In my spare time I enjoy baking, swimming and walking my dog. Last year I did a 5k charity fun run and raised £300 for Cancer Research UK in memory of my grandma.

References

Available on request