
Jane Smith

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AN "A LEVEL" SCHOOL LEAVER - JOB TARGET: BUSINESS ORIENTED

I am a confident, self-motivated person who communicates well, works hard and has good interpersonal skills. At present, having recently completed my 'A' levels, I am seeking a regular full-time job that will help develop my skills and knowledge base. I benefit from quality retail sales and customer service experience and I look forward to making a good contribution, preferably by gaining an entry level / trainee position, and starting a challenging career for a company that offers an opportunity for progression.

EDUCATION

<u>College A, North Tyneside:</u>	2000 - Aug 07
A levels: I.T. (B) Psychology (C).	2007
AS levels: Biology, Health and Social Care.	2006-07
GCSEs x 11: Maths, English and English Literature, I.T., Business Studies, Chemistry, Physics, Biology, German, Music, Graphics (all grades A-C).	2005
Certificate Norwegian Language. (Speaks colloquially - fluent).	2005

WORK EXPERIENCE

Retail Assistant: *Company A, North Tyneside (Part-time and when required)* 2005-07

- Good retail experience and skills gained: customer service, numeracy, banking, sales, stocktaking, writing purchasing lists, cleaning.
- Deputised for the Manager and responsible for the whole business in his absence.

Local Holiday Transfer Representative: *Company B, North Shields (2 Summers)* 2005-06

- Dealing with coach party transfers - responsible for picking up and dropping off up to 60 passengers.
- Norwegian speaking role.

Ground Staff: *Company C, North Shields (occasional work)* 2006-07

- General administration, baggage handling, traffic directing.

PERSONAL

Interests and Pastimes

Reading, swimming, surfing, going to the gym.

Proficient in MS Office applications: Word, Excel and Powerpoint, Mediator, MS Flash (Web Development).

Born: 1990. *Status:* Single. *Languages:* Norwegian.

References available on request