Curriculum Vitae

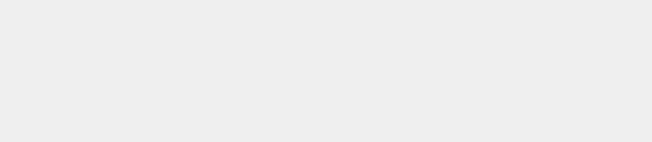
Jo Bloggs

**Personal Profile**

I am an ambitious, committed, and enthusiastic young person with a passion for Barbering and I seek an apprenticeship in a local salon to develop my skills and experience. I intend to manage my own barbers in the future.

**Key Skills**

|  |  |
| --- | --- |
| * Customer Service * Communication * Team Player * ICT | * Interpersonal skills * Independent * Organised * Dedicated |



**Skills**

**LANGUAGE SKILLS**

I speak conversational Spanish and am currently studying for a GCSE in this subject.

**INTERPERSONAL SKILLS**

I work well with people of all ages and enjoy interacting with both customers and colleagues.

**COMMUNICATION SKILLS**

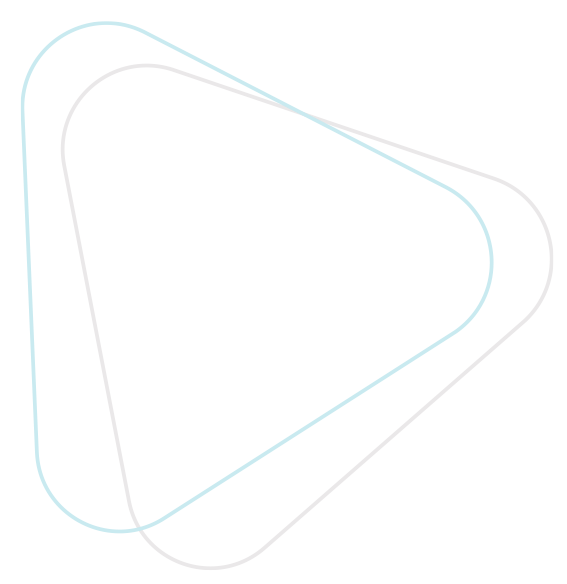
I enjoy talking to customers face to face and over the telephone and consider myself to be a confident and helpful person.

**SELF MANAGEMENT SKILLS**

Ability to use own initiative and be pro active. Reliable, punctual and organised.

**DIGITAL SKILLS**

Proficient at using social media and a number of applications such as MS Teams, Google Meet, Zoom, MS Word, PowerPoint, Excel and others.



**Education**

**Accrington Academy High School.**

**Accrington. Lancashire.** *Sep 2016-Present*

***Qualification: GCSE***

*Target Grades:*

English Language: 7

English Literature: 6

Maths: 5

RE: 4

Science: 4

Additional Science:4

Spanish: 4

Drama: 4

Statistics: 4

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**References**

Mr………………

(Add a schoolteacher or employers contact info here)

**Tel:** 0154 67676767

**Email:** xxxxxxxx

Further references can also be supplied on request.

**Employment Experience**

*(Enter any work experience, training, additional certificates or voluntary work here – you can also overtype the info below if you have already had a job. Your latest jobs should be at the top. Only state yout last 2 /3 jobs max – your CV should be 2 sided that’s all.)*

**Conference, Banqueting and Events/Customer Service Team Member,**

**Mercure Dunkenhalgh Hotel Accrington. Lancashire.**

*July 2019-Present*

*3 Week Work Placement*

Responsibilities Included:

* Customer Service
* Conference and Event Planning and set up
* Food & Beverage Service
* Assisting with cashing up

**Training/Certificates**

**Training and certification in the following areas:**

* L1 Health and Safety At Work Certificate   
  *Jan 2021*
* Emergency First Aid Certificate   
  *Jan 2020*
* Peer Mentor/Counselling Training   
  *Sep 2018*
* Sports Leader Award   
  *Jun 2017*

**Additional Information**

Mr………………

Available for interview – please get in touch to arrange

Learning to drive

**Interests**

Drama, acting, looking after children and hair & beauty. I enjoy using computers and like to read autobiographies. I enjoy visiting the cinema and travelling overseas. Ultimately, I would like to work in both the UK and overseas for a global Hotel chain planning events.

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