

## School Leavers CV

### -John Smith-

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**Born:** 03 Sept 1993

**Status:** Single

**Nationality:** British

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### Skills, experience and personal attributes

#### Communication skills

An enthusiastic member of the after school computer club; this experience gave me the chance to speak to the group about my ideas, and has given me the confidence to express myself clearly and confidently in a group situation. The group has 30 members and I regularly chaired the weekly meetings, produced minutes of the meetings, and designed promotion material.

#### Time management skills

While at school I worked weekends in the local B&Q store in Witney in order to earn extra income. I also worked additional hours over the busy Christmas period. Despite these added demands I still managed to complete my school work on time and stick to deadlines at my work place. I am good at prioritising my workload and believe that this skill will be very important in employment.

#### Customer care skills

While at B&Q, I have worked in a front-line position dealing directly with customers. I have worked on the tills serving customers and also in the lighting department offering advice to customers on the range of products on offer. I have received in-house training on Customer Care Skills and was awarded Employee of the Week on many occasions throughout the year.

#### Information technology skills

I have an A-level in Computer Studies and was ranked as top student in my school year. I have recently completed CLAIT Advanced Certificate in IT at Abingdon College during the evenings. This course included using various IT skills such as word processing, spreadsheets, databases and graphics. I have also designed my own website which I use as a tool to promote the computer club.

#### Education / Training

##### 2008 –2010 Abingdon & Witney College

- A-levels : English (B), Business (E) Computer Studies (A)

##### 2003 –2008 Wood Green School, Witney Oxon

- GCSE's: Maths (C) , English (C), Computers (A) Science (E), PE (E), Geography ( C), Business

#### Referees:

Mrs J Jones - Human Resources Manager B&Q Witney Tel: 01993 999999

Mr M Dougal – Head of Computer Studies, Wood Green School Tel: 01993 778899