

Curriculum Vitae

Female

D.O.B. 21 January 1994

Number of years working in industry:

12 years 9 months



Candidate ID Number: 20368

Nationality: British

Language Skills:

Fluent: English

Basic: German

Permitted to work in: UK - United Kingdom

Position Sought: Receptionist

Personal Statement

I'm not one of those people who would like to just plod on in life! I want to be proud of myself and achieve something that not many people can and I believe having a job on a cruise ship is an amazing experience.

My aim in life is to make the best I can of the qualifications, skills I have and to have an amazing career that I love.

Seeking to work in the UK, International Locations and Cruise Ships

Employment History:

April 2013 - Present - Receptionist at (most recent employer hidden for confidentiality) Exeter, UK - United Kingdom, (Hospital / Medical Clinic)

Duties included:

Greeting patients

Reimbursement of patient travel

Answering general enquiries

answering the telephone

dealing with 40/50 patients face to face daily

April 2012 - Present - Admin at South Western Ambulance Service, Exeter, UK - United Kingdom, (Hospital / Medical Clinic)

Duties included:

Photocopying

Collating paper

Reception cover 2 hours a day

Assisting PA's when needing workload coverd

Education and Qualifications:

2013 Education Training Skills Sowton Exeter

NVQ2 Business and Administration

Completed an NVQ2 in Business and Administration

2012 St Peters Church of England Aided High School

GCSES

English Literature C

English Language C

Maths D

Science D

Applied Science C

VRQ2 Hairdressing Exeter College 2012 summer - 2013

Hobbies and Interests

I love running, aquafit and swimming I do this on a weekly basis it makes me feel alot more happier and energetic when working!

I love meeting new people!

CV created at www.spastaff.com

