

First Name, Surname

Telephone Number, Email

Current History undergraduate seeking a part time role. Experienced in customer service roles, utilising my teamwork skills and positive approach to help customers solve their problems. Available for up to 20 hours per week including evenings and weekends.

### **Work Experience**

#### **DATES The Dolphin Pub, Canterbury – Bar work (Part-Time)**

- Working under pressure to manage up to 100 orders per shift, in a timely manner, whilst ensuring customers received a friendly service.
- Supported a team of 8 colleagues, working with front of house and kitchen staff.
- Entrusted to operate the till, process cash payments and cash up at the end of each shift.

#### **DATES Argos, Canterbury – Stock Assistant (Part Time)**

- Managed a high volume of stock deliveries, checking the quality of stock and putting deliveries away quickly.
- Helped customers with their orders, advising them on the appropriate products suited to their needs and collecting them from the stock room.

### **Positions of Responsibility**

#### **DATES Society Name, University of Kent – Social Media Secretary**

- Created an Instagram account to promote the society events and engage with students, increasing our followers by 500 in one month.

### **Education**

#### **DATES University of Kent – DEGREE TITLE**

#### **DATES School/College Name – 3 A- Levels (ABB)**

#### **DATES School Name – 9 GCSEs (A\*-B), including Mathematics and English**

### **Skills and Interests**

- Fundraising: organised a charity fun run, raising £1000 for Pilgrim's Hospice
- Fluent in English and advanced level German

**References:** Available upon request