

Jo Bloggs

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Personal Profile

I currently work at Bridgend College as a Learner Services Officer, I deal with students and customers face to face, over the telephone and via email and possess strong communication skills. I have the ability to communicate and negotiate with people on all levels, as well as a keen, adaptable attitude, with a second to none telephone manner and polite approach. I understand the value of being discreet and how important data integrity is, being fully aware of and adhering to confidentiality policies. I manage and administer any disclosed criminal convictions during the admissions process and liaise with external parties in a discreet and professional manner. I am fluent in Welsh both written, oral and reading.

I have a motivated and enthusiastic attitude and am prepared to work hard and learn new skills, I am passionate and would like to be given the opportunity to demonstrate my commitment to the future of your establishment.

Experience

Bridgend College / Learner Services Officer

NOVEMBER 2011 - PRESENT

- Provide professional Advice & Guidance
- Processing Admissions for Academic Year
- EMA Administration & Payment Processing
- Maintain & create relationships with external community projects
- Data entry & maintaining information management systems
- Administer and manage discretion funding
- Implementing & maintaining filing systems

Almesco LTD / Sales & Administrative Assistant

MARCH 2010- NOVEMBER 2011

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean ac interdum nisi. Sed in consequat mi.

- Administrative support to Managing Director
- Typing and filing correspondence/Minute Taking
- Responsible for Managing Director's diary and arranging meetings
- Meeting and greeting visitors
- Stationery Stock Control
- Communicating with internal and external contacts
- Use of information management systems

Absolutely Fabulous Celebrations / Manager

JUNE 2005 - JANUARY 2010

- General running of store
- Ordering of stock
- Cash handling
- Budgeting
- Bookkeeping and banking
- Opening and closing of store
- Merchandising

Education

Bridgend College / NVQ

SEPTEMBER 2013 - JUNE 2015

- Level 5 Advice and Guidance
- Level 4 Customer Service

Ysgol Gyfun Llanharri / GCSE

SEPTEMBER 1997 - JUNE 2003

- Welsh (A)
- English (B)
- Mathematics (C)
- Science (C)
- Travel & Tourism (A)
- IT (B)

Awards

Bridgend College / NVQ

SEPTEMBER 2013 - JUNE 2014

- First Aid at Work

Bridgend College / NVQ

SEPTEMBER 2016 - JUNE 2017

- Level 1 Trafficking & Exploitation

Bridgend College / NVQ

SEPTEMBER 2015 - JUNE 2016

- Level 1 Safeguarding