

CURRICILUM VITAE

NAME: REBECCA KAY
ADDRESS: 10 TORBAY ROAD, HARROW, HA2 9QH
DOB: 08.11.1995
TELEPHONE: 07572722754
EMAIL ADDRESS: rebeccakay800@yahoo.co.uk

EDUCATION: Queensmead High School, Queens Walk, Ruislip
DATES: September 2006 June 2012

GCSE
QUALIFICATIONS: English Literature Grade B
English Language Grade C
Information Technology – Grade A B
Mathematics – Grade D
Combined Sciences - Grade C C
Sociology – Grade D
Child Development – Grade D
Home Economics – Grade D

PROFILE:

I am a reliable and trustworthy individual who is very sociable and conscientious. I am someone who thrives on using their own initiative and also working as part of a team. I would like to work in a busy and varied environment for an organisation that rewards on merit and hard work.

KEY SKILLS & PERSONAL QUALITIES:

- Data entry
- Filing and photocopying
- Customer service
- Good telephone manner
- Excellent Internet skills
- Working knowledge of office procedures
- Knowledge of Health & Safety within office and hospitality businesses
- Diligent and hardworking
- Fast Typist

CAREER HISTORY:

Bar Person

April 2015-Present

- Serving Customers
- Taking cash and card payments
- Replenishing stock
- Customer service
- Clearing and cleaning down tables

Office Junior

March 2014 – March 2015

Mother Nature Science Educational Services, Harrow

- Data entry
- Making/receiving phone calls
- Dealing with customer queries
- Sending emails to customers
- Filing
- Photocopying/Printing
- Update new and adjusted bookings to calendar
- Liaising with internal operations team
- Processing payments (MS Excel)
- Work on long term projects with Sales Director and Operations
- Selling Science party's to customers

Office Junior

October to December 2013

Bolton & Rose Recruitment Agency, Harrow

- Data Entry
- Answering telephone and greeting visitors
- Photocopying/Printing
- Running Errands

Waitress (part-time)

May to June 2013

Balans Restaurant, Soho, London.

- Showing customers to their tables
- Taking orders and serving customers
- Preparing/Clearing tables
- Other duties assigned by restaurant Manager

Temporary Office Junior

December 2012 to January 2013

Finance Department, Dune Group Ltd, London

- Organising the archive boxes into chronological order

- Preparing archive boxes to despatch to outside Warehouse for storage
- Logging all the boxes in an Excel spreadsheet with detailed information
- Filing
- Photocopying

INTERESTS

I enjoy keeping fit and regularly go to the gym with my friends and to the occasional Zumba class. I also enjoy going to the cinema with my friends and reading.