

# Stacey Jackson

Contact

01733 797716

[ajones@citycollegepeterborough.ac.uk](mailto:ajones@citycollegepeterborough.ac.uk)

## **Personal Profile**

I am a motivated and competent individual with excellent customer service and communication skills. I enjoy working as part of a team but am also able to work independently using my own initiative. I enjoy taking on new challenges and am adaptable to different situations. I have the ability to multi task and make decisions in a fast-paced environment.

## **Key Skills**

- Customer service skills
- Organised
- Good IT Skills
- Flexible
- Reliable
- Cash and card handling skills

*Please click to view Digital Video CV:* <https://vimeo.com/208034009/1e08e90b69>

## **Employment History**

### **Actively Seeking Employment – Present**

After raising my daughter, I am now currently seeking employment and am looking for an opportunity to use my existing skills and expand my current skill set. I am currently searching for suitable jobs at my local Job Centre. I have enrolled on the Digital CV project to allow me to showcase the skills I have. I am looking for a role in the retail or administration sector that will allow me to both build on my existing skill set and also allow me to learn new skills. I now feel eager and excited at the prospect of returning to work, and take on a new challenge.

### **Full-time parent - Present**

I am currently a full-time parent to my daughter. I was responsible for planning, budgeting and preparing balanced and nutritious family meals. My duties also included all the housekeeping duties from washing and ironing to keeping up to date with all the family finances. I also completed tasks regarding the upkeep and maintenance of the house to enable me to provide a safe and clean environment. I would also provide educational support, and help with reading and homework and encouraging learning within the home. Leading by example was a large part of being a full-time parent and this required me to demonstrate strong family values and exercise independent judgement and initiative. I would also need to think and act quickly and use my initiative before taking action. Being a full-time mother also requires excellent organisation and time management skills to ensure everyone is where they need to be, and that tasks are completed on time.

### **Sue Ryder, Volunteer Retail Assistant - 2011**

In my role at Sue Ryder, I delivered excellent customer service to those in the store. I assisted them with any questions they may have and helped them locate any items they were looking for. I maintained the levels of stock within the store and made sure the shelves are neatly presented to encourage repeat visits. I served the customers on the till and have cash and card handling skills. I was also responsible for sorting items received before they are tagged and displayed on the shop floor. I carried out general housekeeping duties to make sure the store was neat and tidy and looked inviting to passing customers.

### **Barchester Care Home, Volunteer Catering Assistant**

In this role, my duties included preparation of vegetables and other items as required for the meals. I would also speak to the residents as they were being served their meals, and help them as necessary. I would ensure adherence to health and safety regulations for the welfare of the residents and would make sure hygiene practices were followed.

## **Education & Qualifications**

### **John Mansfield School**

I completed my secondary education at John Mansfield School where I studied:

- English
- Maths
- Science
- ICT
- Media

### **City College Peterborough**

While attending City College Peterborough, I worked on my English and Maths skills.

### **Hobbies and Interests**

In my spare time, I enjoy spending time with my daughter, and socialising with my friends.

**References available on request**