

## **Kieron Harrison**

Contact

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### **Personal Profile**

I am an approachable, friendly individual with a positive outlook on life. I am extremely hard-working and have the ability to work as part of a team on my own using my own initiative. I am confident, outgoing and I enjoy learning new skills. I am punctual and I pride myself on my excellent communication skills.

### **Key skills**

- Reliable
- Punctual
- Approachable
- Good Communication Skills

*Please click to view Digital Video CV:* <https://vimeo.com/181167434/f04683ab4c>

### **Employment History**

#### **City College Peterborough, Supported Internship - Apr 2016 / Present**

I am currently on an internship at City College Peterborough as an assistant. My duties include hiring out rooms within the college and completing any other tasks I am asked to do. I shred private and confidential information and I also assist the recruitment team at events. Another duty is to support at the Literacy Hub in town which I thoroughly enjoy. This role has really helped me to develop my skills set and increase my confidence.

#### **Sue Ryder, Thorpe Hall, Volunteer - Previously**

While volunteering at Sue Ryder, I was responsible for directing traffic at the many events held throughout the year. This was a vital role as I kept the traffic at the events running smoothly.

### **Education**

#### **City College Peterborough**

- Awarded certificate in Business Admin.

#### **Marshfields School**

- Entry Level 1 English

**References available on request**