

Hannah Allingham

Contact

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Personal Profile

I am a hardworking, approachable and cheerful individual with a positive work ethic. I am a conscientious worker with a good eye for detail. I work well as part of a team, but can also work independently using my own initiative. I have excellent communication skills and I am flexible and adaptable in my approach to work.

Key Skills

- Punctual & reliable
- COSHH Awareness
- Customer focus mind-set
- Cash and card handling skills
- Honest

Please click to view Digital Video CV: <https://vimeo.com/204431018/2698b834b2>

Employment History

Actively Seeking Employment

I am currently seeking employment and have been 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 sector that will allow me to both build on my existing skill set and also allow me to learn new skills.

British Heart Foundation, Volunteer - Present

I am currently volunteering at the British Heart Foundation, where I deliver excellent customer service to those in the store. I assist them with any questions they may have and help them locate any items they are looking for. I maintain the levels of stock within the store and make sure the shelves are neatly presented and look inviting to passing customers. I serve the customers on the till and have cash handling and card processing skills. I am also responsible for sorting and steaming the items of clothes received before they are tagged and displayed on the shop floor.

Café Smile at QD Stores, Catering Assistant – August 2016 / December 2016

In this role, my duties included delivering excellent customer service while serving customers with refreshments and light snacks. I was also responsible for keeping all the work surfaces clean and sanitised in accordance with health and safety guidelines. I would ensure the café looked presentable at all times to encourage people to use the facilities. I also assisted with food preparation from time to time. I carried out other housekeeping duties including washing the dishes.

Savers, Sales Assistant – September 2008 / February 2016

While I worked at Savers, I would help customers with any queries they had and help them to locate items they were looking for. I would ensure the store was tidy and looked inviting and appealing to entice passing trade. I also made sure the shelves were well stocked and would rotate stock when required. I would deliver excellent customer service at all times and would make sure I was available to assist when needed. I also served customer on the till.

Eurest, Catering Assistant – September 2002 / January 2008

During my time with Eurest, I worked at a number of companies including Asda, Thomas Cook and the Land Registry. I had to be flexible in this role, as I worked in different places, all of which operated differently and required me to do a variety of tasks. This role involved delivering good customer service and also serving customers on the till. I would help prepare hot and cold meal, and also serve refreshments. I would also clear and clean the tables in the café areas.

Travellex, Catering Assistant – February 2002 / September 2002

Rebus HR, Catering Assistant – February 1999 / February 2002

My responsibilities in these 2 roles included elements of the catering assistant jobs mentioned above.

Deep Pan Pizza, Waitress – February 1996 / January 1999

During my time as a waitress, I would ensure customers' orders were taken and their food was served in a timely manner. I would deal with any queries or questions they had about the menu and would check everything was ok during their meal. I would also clear the tables and make sure they had been cleaned ready for the next customer. I would make sure all areas looked clean and presentable to allow customers to have a pleasant experience.

Education & Training

Bushfield Community School – 1985 / 1990

I completed my secondary education at Bushfield Community School where I completed a number of GCSEs including English, Science, French and Art.

Peterborough Regional College – 1990 / 1999

- City & Guilds – Catering
- Beauty Therapy – Levels 2 & 3
- Diploma in Theatrical and media make up

Hobbies and Interests

In my spare time, I enjoy listening to a wide range of music, and I also like to read.

References available on request