Marion Smart
Contact
01733 864654
andrew.jones@peterborough.ac.uk
ckeating@citycollegepeterborough.ac.uk

Personal Profile

I am a competent and reliable person with excellent organisation skills. I have good communication skills and I work well within a team environment. I also have the ability to lone work using my own initiative. I enjoy a good challenge and enjoy learning new skills.

Key Skills

- Team Player
- Approachable
- Good Communicator
- Reliable
- Punctual

Please click to view Digital Video CV: https://vimeo.com/181177439/ea170e529c

Employment History

Employability Course - Nov 2015 / Present

During this time of un-employment, I felt my skill set need improvement, so I signed up for an employability course through City College Peterborough. During this time, I have been working on my self-confidence and my self-esteem. I have also been working on my employability skills and work readiness.

Avon, Sales Representative - Nov 2012 / Dec 2014

I was a sales representative for Avon and Betterware. In this role I was responsible for the delivery and collection of catalogues. I would also sort the customers' orders and would deliver them once they had arrived. Once I had delivered the ordered goods to the customers I would collect the payment and bank the money.

Carer - May 2012 / June 2013

During this period of time I took time out of work to care for a family member. I was responsible for carrying out all household duties which included budgeting and attending appointments. I also administered medication at the appropriate times.

Age UK, Volunteer - June 2010 / May 2012

As a volunteer at Age UK, I was responsible for keeping the store clean, tidy and well organised at all times. I also delivered excellent customer service and dealt with customer enquiries and complaints. I was trained on the till and would cash up and fill in the relevant paper using the company's own systems.

Children and Community Action - Jan 2009 / June 2009

In this role I was responsible for sorting out donations and dealing with customer queries. I would also answer the telephone or deal with customers face to face. My other duties included sorting out the DVDs and CDs in alphabetical order ready for display in the store.

Homemaker – 1997 / 1999

My role was to maintain all household duties which included budgeting, cleaning, cooking and making sure the home run smoothly.

Education

Bourne County Secondary School

- GCSE Maths Pass
- GCSE English Pass
- GCSE English Literature Pass
- GCSE Geography Pass
- GCSE Childcare Pass
- GCSE Home Economics Pass
- GCSE Music Pass

Training

- ITQ Level 2
- Adult Numeracy Level 2
- Book Keeping Level 2
- Hospitality Level 1
- Food Hygiene Level 2

Hobbies and Interests

In my spare time I enjoy spending time with my family and friends. I like going to the cinema and I enjoy swimming at the local swimming baths.

References available on request