

Aaron Shaw

Contact

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Personal Profile

I am an organised, punctual and hardworking individual with a positive outlook. I am approachable and trustworthy and enjoy learning new tasks. I like working as part of a team, but am also very competent at working individually, using my own initiative.

Key Skills

- Customer service skills
- Reliable
- Hardworking
- Organised

Please click to view my Digital Video CV: <https://vimeo.com/247683688/460f47e050>

Employment History

Actively Seeking Employment – Present

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 customer service or administration sector that will allow me to both build on my existing skill set and also allow me to learn new skills.

The Q Club, General Assistant – 2009 / 2010

In this role, I undertook a number of different tasks within the snooker club. I made sure the venue was kept well presented at all times and looked appealing to those using the club. I would also work in the kitchen area assisting with meal preparation for the customers. I made sure my working area was kept clean and tidy in accordance with health and safety guidelines when working in the kitchen and food preparation areas. In addition to this, I also took money for food and drink orders, and when people wanted to hire the pool tables. As I worked along the customers, I always made sure I delivered excellent customer service and helped them with any questions they had.

Coca Cola, Customer Contact Representative

Whilst working for Coca Cola, my main duty was contacting customers on a daily basis to take their orders, but also upselling other products at the same time. In addition to making outbound calls, I also took inbound calls from customers who add issues or faults with their equipment or needed extra stock. Delivering excellent customer service was key in this role, as I was talking to existing customers of the company.

Ideal Shopping, Warehouse Operative

As a warehouse operative, my main role was to pick and pack orders ready for sending to customers. This role required a good level of attention to detail as it was essential to select the correct items for packing. I made sure the stock was not damaged and would report any issues immediately. As this was a busy warehouse environment, I made sure I worked within the health and safety guidelines at all times. I enjoyed working as part of a team in this role and working together to get the tasks completed on time.

Peterborough Nuts & Bolts, Warehouse/Sales Assistant

In this role, I undertook a number of different tasks. I would pick and pack orders for customers, ensuring correct items were selected. I also worked on the trade counter, delivering good customer service to the tradesmen visiting the store for supplies. I would answer any questions and offer advice where possible. In addition to this, I also worked on specialised orders placed by customers via fax which required an additional level of care and control due to the nature of the orders.

Education & Training

Arthur Mellows Village College

I completed my education at Arthur Mellows Village College where I completed GCSEs in:

- English
- Maths
- Science
- Art

Other Qualifications

- NVQ Level 2 & 3 – Wholesaling and Warehousing
- NVQ Level 2 - ICT

Hobbies and Interests

In my spare time, I enjoy reading and watching films. I also like socialising with my friends.

References available on request