

Jorden Coles

Contact

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Personal Profile

I am a friendly individual and enjoy meeting new people. I work well within a team, but am also able to work independently using my own initiative. I am keen to develop my existing skill set but am also looking forward to learning new skills and taking part in new roles and challenges. I have excellent communication skills and enjoy interacting with others.

Key Skills

- Punctual
- Reliable
- Adaptable
- Excellent communication skills

Please click link to view my Digital CV: <https://vimeo.com/193872194/648ff49fc7>

Employment History

Co-op, Customer Service Assistant – February to June 2015

During my time at the Co-op I would deliver excellent customer service to the people in the shop and would deal with any queries or questions they had in a professional and timely manner. I would ensure the store was tidy and the shelves were replenished to entice passing customers and maximise sales. I would also work as part of the team within the store and assist the other members of staff when required.

Andrew's Timber & Co, Floor Assistant – February to June 2014

My responsibilities in this role included assisting customer with any queries and making I delivered excellent customer service at all times. I would also help carry the customer purchases as these were often heavy and bulky items. In addition to helping the customers, I would also complete stock counts and general housekeeping tasks such as sweeping the floors to ensure the store looked presentable at all times. Team work was required in this role as well and I would frequently assist other members of staff throughout my day.

Education

Princes Trust Team Programme – September to December 2016

I have recently completed a 12-week programme with the Princes Trust where I increased many areas of my personal development including team building and planning. During this time, I worked as part of a team to deliver a 2-week community challenge, and a 2-week community project. I also attended a team building residential and a 2-week work placement.

Spalding Priory – 2006 / 2016

- Maths Level 1
- English Level 1
- NCFE Level 1
- ICT Entry level 3
- Sport Level 1

Hobbies and Interests

In my spare time, I enjoy playing video games and watching movies, and also pop culture. I also like to help my father in the garage when he is fixing cars, and have previously worked with him to build a quad bike from scratch. I also enjoy socialising with my friends and family and spending time with my dogs.

References on Request