

## **Melissa Bax**

Contact

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### **Personal Profile**

I am a reliable, friendly, hard-working person who always strives to fulfil my potential. I am best suited to working in a team environment. I am a committed person who can be relied upon. I am eager to develop new skills and knowledge in a working environment.

### **Key Skills**

- Reliable
- Punctual
- Knowledge of Health and Safety
- Awareness of First Aid
- Excellent Customer Service Skills
- Approachable

*Please click link to view Digital Video CV: <https://vimeo.com/181164296/2e5d601d37>*

### **Employment History**

#### **City College Peterborough, Cleaner - Dec 2015 / Mar 2016**

My duties as a cleaner at City College Peterborough were to maintain the cleanliness of the college. I was responsible for checking the cleaning products stock levels and reporting any shortages to my colleagues so new stock could be ordered in. I was able to work using my own initiative and I am well aware of hazards in the workplace, so I was able to keep myself and the students safe while using my health and safety skills.

#### **The Co-Operative Food Store, Bakery Assistant - Jul 2015 / Sep 2015**

While working at the Co-Operative, I was responsible for preparing fresh food in the bakery. I would pack and label the goods ready for display in the store. I would also ensure the stock was rotated on a regular basis and would carry out stock checks while recording the information. I would also make sure all the work areas were clean and sanitised after use in accordance with food safety regulations. I also spent time dealing with customer queries and questions.

#### **The Co-Operative Food Store (Formerly Somerfield/Quicksave) - 2001 / July 2002**

This was a work placement I obtained once I left full time education. The company then went on to offer me a permanent position with them, as I did such a good job on my work placement. This was an enjoyable experience for me and I learnt some really valuable skills that I continue to use today.

### **Qualifications**

**John Mansfield School, Peterborough, Sep 1994 / June 2001**

I completed my secondary education and went straight into a work placement.

**Interests and Hobbies**

In my spare time I enjoy going to the cinema and spending time with my family. I also enjoy spending time relaxing and taking my dog for walks. I am also interested in and like spending my time on social media.