

William Poindexter

Contact

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Personal Profile

I am an approachable and adaptable individual with excellent communication skills. I am accurate, and have a good attention to detail. I am able to use my own initiative and work independently, and remain calm under pressure. I learn new skills quickly and have a logical approach to problem solving and challenges.

Key Skills

- Punctual and can work to deadlines
- Logical and practical
- Friendly and helpful
- Awareness of health and safety
- Excellent communication skills

Please click to view Digital Video CV: <https://vimeo.com/194719501/df91440fac>

Employment History

Actively Seeking Employment – 2015 / Present

I am currently seeking employment and am looking for an opportunity to use my existing skills and expand my skill set, ideally as a teaching assistant or in retail. I am currently working with Seetec who are supporting me in my search for employment.

Anglia Roofing Solutions – Sales Adviser – 2011 / 2015

This role involved calling customers in order to generate sales. I would take the customer details and provide them with quotes and discuss the options with them whilst working towards my sales targets. I was able to develop my customer service skills in this role as I would deal with many different people. I also had to work towards sale targets and KPIs and make sure all tasks and actions were completed within the required service level agreement (SLA).

Self Employed – House Renovator – 2002 / 2011

Being self-employed allowed me to demonstrate and build strong communication skills and establish effective relationships with customers. I had to deliver projects on time working in conjunction with other trade professionals to ensure a high standard of finish for the customer. I completed such tasks as kitchen and window fitting, floor and roof installations, fitting staircases, skirting boards, shelving and many other items. I would complete the necessary paperwork at all times including estimates and quotations and would also provide invoices and timesheets when required. I had to ensure a high level of health and safety at all times and work with great attention to detail to create the optimum result for the customer.

Event Guard – Door Security – 1996 / 2006

As a part time door security worker, I would provide support at events and festivals, whilst adhering to health & safety and insurance guidelines. I would remain professional at all times and report any issues or unsuitable behaviours to my supervisor.

PFC Commercial – Commercial Fitters Assistant – 1997 / 2002

In this role, I was responsible for the fitting and repair of commercial washing machines and tumble driers. I had to comply with the safety instructions of each machine and be aware of all the warnings in place for the products and equipment. A high level of awareness of Health & Safety, Welfare and Fire Safety procedures and policies was essential in this role.

Self Employed – Construction Contractor – 1989 / 1997

During this time, my duties included all aspects of construction. I worked on many projects including Canary Wharf, Sizemore and The Forum in Norwich.

Education & Training

F1 Training – 2016

- City and Guilds Health and Safety Certificate
- English level 1, 2 and 3
- Maths levels 1, 2 and 3
- Food Hygiene Health and Safety
- Independent health and safety certificate
- Retail and Customer Safety Certificate

Norwich College – 2012

- Humanities Course - Sociology, Psychology, English literature and social studies inclusive

Event Guard – 1999

- Physical Intervention
- Drug Awareness
- First Aid
- Health and Safety
- Fire safety and prevention

Alderman Jex Secondary School – 1967 / 1972

I completed my secondary education at Alderman Jex secondary school and studied:

- English
- Maths
- Science
- History
- Geography

Hobbies and Interests

In my spare time, I like to spend time with my family and friends. I also enjoy going to the gym and keeping fit. I also like to listen to music, go to the cinema and cook.

References available on request