

Michaela Appleyard

Contact

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Personal Profile

I am a hardworking and enthusiastic individual with a good work ethic. I work well as part of a team, but can also work independently using my own initiative. I have excellent communication skills and I am flexible and adaptable in my approach to work. I am looking forward to building on my existing skill set, and rising to the challenge of learning new skills.

Key Skills

- Punctual
- Reliable
- I.T. Literate
- Honest
- Excellent Communication Skills

Please click to view Digital Video CV: <https://vimeo.com/253155387/202e0b0676>

Employment History

Actively Seeking Employment

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 either the Care or Support sector. I have had many placements as a Care Worker and I find this work both rewarding and enjoyable.

Woodston Primary School, Kitchen Hand – Present

I am currently working as a kitchen hand at Woodston Primary School. My duties include collecting all the dirty dishes and cutlery from the dining hall and ensuring it is all washed and put away neatly. While working in the kitchen area it is essential to have a good understanding of health and safety in the workplace. I also have a good understanding of food hygiene and COSHH.

Weldons Fisheries, Catering Assistant – 2017

While working at Weldons fish and chip shop I was responsible for serving all the customers. I would take customer orders and process cash and card transactions on the till. I would always deliver excellent customer service and would ensure the customers felt welcomed. I would also check and log all the temperatures of the refrigeration units to make sure they were working properly. I would also check all the stock levels and alert the manager if any products needed ordering. Another duty was to keep the work areas clean and sterilised in accordance with health and safety guidelines.

Private Cleaner – 2014 / 2015

During this time, I worked as a private cleaner for an elderly lady. I would clean her home and carry out hoovering and polishing duties. On occasion, I would do her laundry and wash her windows. This was a position of trust as I was working for a vulnerable elderly lady. As well as ensuring her home was clean I would also make sure she was well in herself and that she had plenty of shopping in the house.

Parent – 2011

During this time, I was responsible for planning, budgeting and preparing balanced and nutritious family meals. My duties also included all the housekeeping duties from washing and ironing to keeping up to date with all the family finances. I also completed tasks regarding the upkeep and maintenance of the house to enable me to provide a safe and clean environment.

MidCo, Carer – 2007

In this role, I was working throughout the City providing care and support to elderly residents in their own homes. I would carry out all aspects of personal care and administer medication when required. I would also go shopping for the clients if needed to do so on a weekly basis. I was often shadowed by new members of staff so they could learn how to do the job professionally.

Bank House Care Home, Casual Work – 2005

During my time at Bank House Care Home, I would peel vegetables and keep the kitchen area clean and tidy at all times in accordance with health and safety regulations. I would also wheel the tea trolley around to the residents and serve them with warm beverages. This was a casual weekend job while I was still in full time education.

Education & Training

Thomas Cowley High School – 2001 / 2007

I completed my secondary education at the Thomas Cowley High School where I completed GCSEs in English, Maths, Science, Health and Social and Leisure and Tourism.

Other Qualifications

- Jamie's Ministry of Food Cookery Course
- HABC Level 3 Award in Practical First Aid

Hobbies and Interests

In my spare time, I like taking my children swimming and on days out. I also enjoy watching movies and socialising with my friends.

References available on request