Amy Louise Duffy

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Personal statement

I think that I would be a good candidate as I am a confident, friendly and approachable individual. I’m hardworking and highly motivated to go the extra mile to help someone out. I get on with people of all ages really well and I feel this could compliment an efficient team. I’ve had experience in a front of house position which involved dealing with phone calls and face to face interaction involving helping customers find certain products within the store. Also with currently working in a kitchen I have achieved my food hygiene certificate and a first aid qualification.

Key Skills

* Computer literate
* Good people person
* Youth first-aid
* Brief Customer Service Experience

Employment History

Kitchen Assistant,, Brookview Care Home, Dronfield

(October 2016 – April 2017)

Responsibilities:

* Maintain a standard of cleanliness.
* Work hard to make sure everything is up to date.
* Help the chef to prepare a high scale of dinner.
* Work to a time limit.
* Washing the pots.

Collection and Delivery Worker, Easy Iron, Doncaster

(August 2014 - Present)

Responsibilities:

* Dealing with payments from customers.
* Talking to customers and giving a good first impression.
* Answering phone to fit customers in for the ironing to be collected.

Front of House Receptionist, Scandalo, Doncaster

(September 2015 – March 2016)

Responsibilities:

* Presenting a professional and friendly first Impression to all visitors and clients
* Managing incoming phone calls and mail
* Dealing with payments
* Keeping the building clean and tidy

Education

Rossington All Saints Academy

(September 2010 – June 2015)

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| Mathematics – CEnglish Literature – CEnglish Language – CPhysics – BChemistry – CBiology – DSpanish – CMusic – CSport Science – C |

Hobbies & Interests

I am a budding musician. I play guitar and sing but also have played other instruments. I’ve played a few gigs and really enjoy interacting with the crowd afterwards. I also used to be a member of the air training corps where I learnt some important leadership and teamwork skills. I love writing stories and also reading but in my spare time I mainly listen to CDs or Vinyls.

References

References are available upon request.