

Sandra Shaw
27 Renfield Street
Ilkeston
Derbys
DE65 7FG
(0115 876435)

Date of Birth: 12.01.1985

PERSONAL PROFILE

Capable of achieving personal objectives as demonstrated by successful completion of A level Sociology at college at an evening class and my commitment to leisure pursuits. Excellent communication skills and an ability to relate to all people at all levels. Eager to find a position offering long term potential with career progression.

SKILLS PROFILE

Communication

Good communication skills including tact and diplomacy with customers, giving clear and concise instructions when ordering. Advising and instructing customers at Aquasports Ltd. Team working has involved different roles which developed negotiation and persuasive skills.

Team Work

Successful work was dependent on motivating junior staff. Experience of working within a team based culture involved compromise, commitment, planning, organisation and time management.

Problem Solving

Running the office at Aquasports Ltd taught me to remain calm and efficient and find solutions to customers' problems.

Computing

Proficient in a number of word processing packages, in particular WordPerfect.

EDUCATION/QUALIFICATIONS

2001 GCSE English, French, Mathematics, Childcare, Geography, History

WORK EXPERIENCE

Aquasports Ltd, Nottingham 2003 - present

It is a large retail and hire shop supplying watersports equipment to clubs and individuals.

WH Smith: Nottingham 2001-2003

This was a large branch of Smiths, where I learnt to work effectively under pressure.

ACTIVITIES/INTERESTS

I have been interested in watersports since school, particularly wind surfing and water skiing. Windsurfing is very sociable but also physically and mentally demanding in terms of fitness. You quickly learn to help one another and you certainly need a sense of humour!

ADDITIONAL INFORMATION

I hold a clean driving licence.

REFEREES

Mr G. Smithson
Aquasports Ltd
Bradbury Road
West Bridgford,
Nottingham
NG34 2DS
(01159) 654321

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