

Helen Hibson
29 Finton Crescent
Anytown
Somerset
ZX3 2PT
(00123) 654321

A dedicated and motivated hard-working team player who works well with people from all age groups and backgrounds. A good team player who works well independently and has strong customer care skills.

EDUCATION:

March - June 2007

Anytown Training Group
e2e Programme

- Gained NVQ 1 in Retail
- Three days a week in work placement experiencing various jobs
- One day a week in college
- Explored career opportunities, with a specific focus on retail through City & Guilds career planning.
- Developed presentation skills through delivery of assignments to other students.
- Gained certificates in health & safety, First Aid and manual handling
- Key skills at level 1 in Application of Number, Communication and I.T.

September 2001 - June 2006

Slateholme Community School
GCSEs studied include English Language, Maths, Design & Technology and Science

EMPLOYMENT:

June 2007

Retail Assistant - Sporting Allstores

- Developing customer care skills
- Building on product knowledge

March 2007 - May 2007

Retail Assistant - Poshtogs

- Stocktaking
- Window displays
- Developing customer care skills
- Teamwork
- Handling telephone queries

October 2006 - December 2006

Apprenticeship at Hair-Raisers Salon

- Keeping salon a safe and clean environment
- Working with a varied client group

June 2005

School work experience
Admin Assistant at Sanders Solicitors

- Filing/faxing/photocopying
- Inputting data onto computer
- Reception duties

PERSONAL DETAILS:

Hobbies and Interests

Playing football, reading science fiction, going to the cinema with friends

REFERENCES:

Mr J B Slake
Tutor
Anytown Training Group
Wells Road
Anytown
ZX6 8PT

Mr R Knightly
Manager
Sporting Allstores
High Street
Anytown
ZX8 4PT