

• **This is Hazel's CV before starting our Skills4Careers™ Training Programme**

- Left College in 2014 with a L1 Bus Admin
- Some part time work experience
- Some volunteering experiences

- 30 months unemployment
- Low in self-esteem and confidence
- Engaged with Best Practice People in October

- Confidence and Esteem 'Fully Transformed'
- Gained Qualifications on the Skills4Careers™ Training Programme
- In full time employment by November

Hazel's original CV

I am a recent college leaver with a Level 1 in Business Administration. I am a previous student representative so I am happy and confident to speak to people and pass on information. I have had voluntary experience as a shop assistant so am happy to serve the general public. I also have a good knowledge of Excel, Word, Publisher and PowerPoint. I am looking for my first opportunity to build open the skills I have learnt within my course and voluntary work.

Skills and Abilities

- Punctual
- Good at working in a team
- Good communication skills
- Confident ICT user
- Keen to learn and train

Education

Sept 2009 -Jul 2014: XXXX High School
GCSE's achieved at C Grade in English & Maths
BTEC in Science passed with Merit
OCR National in ICT Pass
Functional Skills in ICT at Level 1 Passed

XXXX College
I completed a Level 1 course of Business Administration from September 2013 to June 2014

Work Experience

2015 - 2016: Part-time volunteer work with Oxfam and Mind Charity Shops. My duties involved serving customers and working on the till.
20016: Work experience for 1 week at XXXX Creche. I worked with children between the ages of 1-4, helping with food preparation, and ensuring the floor areas were kept vlean and tidy at all times.

Hazel's Internet Intelligent CV™

I am a punctual individual who thrives when working with people. I am confident when it comes to working with individuals and in teams. I am keen to learn new skills as well as develop existing ones. I am naturally willing to support others around me and am fully capable of working on my own.

Capabilities & Aspirations

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| <ul style="list-style-type: none"> • Retail Assistant • Store Adviser • Merchandiser • Sales Assistant | <ul style="list-style-type: none"> • Customer Service Orientated • Excellent Communication Skills • Excellent Time Management |
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Qualifications

- | | |
|---|---|
| <ul style="list-style-type: none"> • NCFE Certificate in Retail Operations • Diploma in Business & Administration • GSCE Maths & English (Grade C) | <ul style="list-style-type: none"> • BTEC in Science passed with Merit • OCR National in ICT Pass |
| <ul style="list-style-type: none"> • Award Business and Enterprise • Award in Internet Safety for IT Users • Award in Managing Personal Finance | <ul style="list-style-type: none"> • Award in Equality and Diversity • Award in Principles of Health and Safety • Award in Food Safety in Catering |

Experience

2015 – Present

Various Temporary Positions

Since leaving College I have worked in a variety of temporary positions, as well as carried out some volunteering. I have experience in retail requiring excellent communication and customer service skills;

- Serving Customers on the retail floor
- Dealing with customer queries
- I have also experienced working with young children aged 1-4 in a creche environment;
- Food hygiene
- Food Preparation
- Ensuring a clean and safe play environment