

CURRICULUM VITAE

HANDOUT

NAME: John Friar

N.I NUMBER TG 12 34 65 A

D.O.B: 28th August 1987

ADDRESS: Flat 21C
Guest Halls of Residence
John Garne Way
Marsten
Oxford
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SEX: Male

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PERSONAL PROFILE:

An enthusiastic undergraduate, with excellent experience in customer service/relations. My team skills are superb. I use a logical, observant approach. Adapting, quickly to new skills and work environments. I have undertaken many successful work placements in the customer service field of commerce, giving me superior abilities and awareness of your demands as an employer.

EDUCATION AND QUALIFICATIONS:

2008 – 2009

MSc Urban Planning
(Oxford Brookes University, Gipsy lane, Headington, Oxford).

2005 – 2008

BSc Hons Geography and Planning
(University of Reading, Whiteknights, Reading).

2003– 2005

A -Level: Geography, Media Studies, Chemistry
AS –Level: Geology, Mathematics.

1999 – 2003

GCSE: All 10 subjects attained, at A, B or C

SKILLS AND ACHIEVEMENTS:

Customer service and Client relationships; Working in a series of part time and full time employment areas, where customer service was deemed of the utmost importance. I am able to communicate well, using social skills as well as more definable characteristics, to offer my considerable abilities to our target audience.

Positions of Responsibility; I am currently the President of my Halls of Residence (Guest), which in turn is the largest in the university. I have to manage a budget for 800 students, deal with opportunities and provide an excellent example for fellow students. I have the direct responsibility for my Hall Committee, which currently consists of 21 elected members.

Team Skills; Most of my employment and education to date has led me to work as part of a team, which has enabled me to hone communication and awareness skills. People trust and like me, I treat others in a manor with which I wish to be treated.

Punctuality and trust; I am always punctual, and will respect you as an employer, offering information regarding my availability. I have held several positions of responsibility, and am a trustworthy, focused individual able to concentrate on multiple tasks.

Life Skill Achievements;

CAR - Full UK driving licence (June 2007).
With 'Pass Plus' entitlement

MOTORCYCLE - Full UK driving licence
(September 2006)

EMPLOYMENT DETAILS:

10/2006- Present: Endmeet Bar and Café.
Bar work, light kitchen duties.

03/2005- 07/2005: John Lewis Giftlist.
An executive call-centre, I was required to have; an excellent telephone manor, a strong customer service focus and regular training sessions. Client confidentiality was paramount. I dealt with opportunity callers. Teamwork skills were vital, I was well trained in client diligence and the work often included short notice hours.

01/2004- 03/2004: E-On Call-centre.
Data in-putting (35 wpm, 65 alpha numeric), teamwork, late shifts.

Further employment details can be provided upon request.
Excellent references are available.