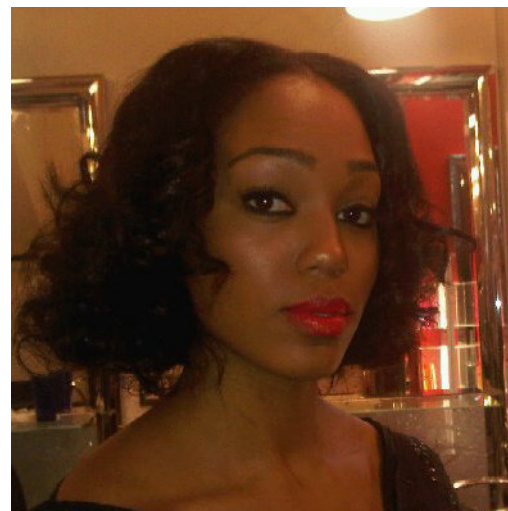
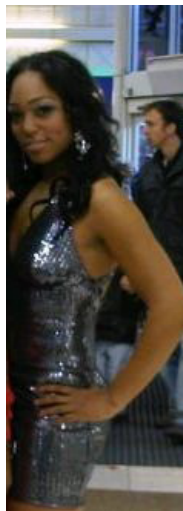


SIMONE



Personal statement

Statistics

Skills

Level 2 Fitness Instructor
Medic First Aid Course
Enhanced CRB checked – working with children
HR/Office Assistant experience
CRB Checked, Medic First Aid, Water Rescue, Firefighter

Work Experience

March 1999 till February 2008 (PT)

G.Morgan & sons sandwich bar family business

Since age twelve, I have worked for my family business, as a sales assistant. I have gained experience and skills in a fast paced working environment, skills I have learnt that are vital for working in retailing...

Managing ,Teamwork, Customer care, Product knowledge, Communication, Money handling, Staff training, Multitasking, Confidence, Health and safety, Patience and Listening, Health and hygiene, suitable appearance, Stock control, able to work on own initiative,

August 2005 - 2008

Lighthouse Children of Excellence & Open Doors – voluntary organisation for the community

I work in the half term holidays and voluntarily with children from age 6 – 16 as a play worker.

In this time I supervise children in a range of activities including creative arts, creative writing and English, food making, games and sports. Also educational trips and adventure parks.

Continued page 2

- Exhibitions and Trade Shows Public and B2B
- Excellent Approach, Invite ,Engage, Inform, Persuade, Retain, Introduce, Data Capture Skills
- Quickly learn any product and client brief and deliver .
- Product Sampling/Selling
- Demonstrator/Sales
- Corporate and Exhibition Hospitality
- Direct Product Sales
- Product /Service Launches and promotions
- Venue/Store Launches and Promotions
- Field Campaigns, Data Capture
- Experiential campaigns and promotions
- FMCG, Products and Services
- Targeted Sales Lead Generating/Appointment Making
- Brand awareness and leafletting campaigns and promotions
- P R and Publicity Campaigns



Contact us today if you would like Simone to represent your business

Work Experience (continued)



November 2005 – January 2006

(Temp) USC Derby sales assistant

I worked as a 'Christmas temp' in the busiest time of the year, and worked again May – July

I worked closely to the floor and head manager on various jobs around the store

October 2007 – February 2008

Zara UK sales assistant

I was a sales assistant for one of the biggest retailers in the world in the new Westfield centre. I also modelled for Zara promoting a Christmas outfit featured in the monthly Derby magazine.

April 2008 – August 2009

Repton Security Ltd HR/Office assistant

I have experience and knowledge through Repton Security Ltd, by working closely with the Director/Managers reporting and supporting with all duties. HR Assistant duties such as:

- Verification process of applicants – Organising and managing their vetting and personal files
- Security Screening of Staff BS7858 – Ensuring all applicants/employees/files are met to these standards
- Assisting the HR Manager with work histories/employer and character references and contacting references for relevant information as required.

- SIA/CRB/CCJ checks

Office Assistant duties such as:

- organising and managing filing in the office of all documents
- assisting in the rotas/holidays and checking time sheets
- writing letters to employees
- assisting with invoicing
- communicating via company email to managers/directors/ employees
- forwarding information to clients via fax/phone/letters/email
- answering phones and passing on information to relevant persons
- discussing ideas to managers/directors to help get specific information for the application process

June 2008 – Sep 2008

Heart FM

I work casually for the Heart FM Ground Patrol Team,

Driving their patrol jeeps and attending/supporting all local events and large music events entertaining and giving out free merchandise, brand ambassador and conversing with the general public across the East Midlands.

September 2009 – October 2010

Derbyshire Fire & Rescue Services

Qualified Firefighter

October 2010 - Present

Self Employed: Jewellery Design and Promotions

Voluntary work

I have had some community experience, through a project called 'soup kitchen' at All Nations for Christ Church in Derby and a church in London, where they cater for the homeless and give three course meals, social care, help, advice and entertainment.

I have also done a 'soup run' where a team of us go out looking for the homeless and provide food and essential items to help survival on the streets.

I was in charge of creative makeup at Garments of Aye-tee, a fashion show held at All Nations For Christ Church. I designed and created a portfolio of styles to suit each individual model and worked very closely with fashion designers and a team of stylists.

I modelled for the Danielle Beacon Fund at the House of Fraser and the Council House in Nottingham to help raise money and spread the awareness of the dangers of gun crime.

Education

Redhill Primary school – Sep 91-July 98
Friesland Secondary – Sep 98-May 03
Loughborough College – Sep 03-June 05
Derby College – Sep 05-July 06

Qualifications:

Friesland School
10/10 GCSE

Loughborough College

BTEC National Diploma in Sports Performance and Excellence 18 subjects: pass, pass, pass
Sport in society, The reflective practitioner, Ethics and values in sport, Health and safety in sport, The Body in action, Psychology for sport performance, Nutrition for sports performance, Fitness testing, Training and fitness, Sports injuries, The professional sports person, Analysis of elite performance, Skill learning for performance, Principles of coaching, Working with children, Organising events, Voluntary sports clubs, Practical sports study (team)

Sports medicine – Medic First Aid course
C.S.L.A level 1 – coaching
Central YMCA Qualifications Level 1

Ofsted Better Education and Care 2005

Working with children under 8
To be in regular contact with children under 8
Enhanced CRB check – working with children
Voluntary community work
Child protection: day course

YMCA Qualifications:

Level 2 Fitness Instructor
Medic First Aid Course

