**Jade Jones Curriculum Vitae**

**Contact details**

Full Name Jade Elizabeth Jones

Current Permanent Address16 Makestop Avenue, Winstanley, Wigan WN5 8GT

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**Personal statement**

Motivated, hard-working former School Netball captain and prefect who has studied for 9 GCSE’s with good literacy and numerical skills. Achieved 100% attendance during 5 years of school. Achieved certificates for attainment in different subjects during school. Practical work experience in both part-time and voluntary retail roles. Looking to build on skills and experience in a full-time retail or business administration role.

**Education  
St Edmund Arrowsmith Catholic High School, Wigan, Sept 2015 – June 2020**

GCSEs: (Estimated)

English Literature 5, English Language 5, Mathematics 6, Religious Education 4, Geography 5, Combined Science 6/6, Design Technology 6, French 3,

BTEC: Sports Studies level 2 certificate - Pass

**Work experience  
Workplace Challenge / Volunteer; Help the Needy Charity Shop, Jan 2018 – present**

Duties and responsibilities:

* Greeted customers, served customers at the till and assisted with enquiries
* Accepting and sorting customer donations
* Assisted with stock replenishment

**Part-time shop assistant, BuyLow Supermarket, June 2018 – Present**

Duties and responsibilities:

* Gained experience in handling cash and payments at the till
* Responsible for providing excellent customer service dealing with all enquiries
* Assisted with stock replenishment in store and in the warehouse
* Learned about Health and Safety in the workplace for customers and myself

**Additional skills**

* IT skills: Fully proficient in Microsoft Office (Word, Excel & PowerPoint), basic HTML
* Customer service
* Admin including filing, diary management, photocopying, answering telephone
* Team skills and leadership skills
* Excellent communication skills both verbal and written via letter, report or email

**Hobbies & interests**

* Captain of local hockey team for two years, member for 5 years
* Currently doing the Duke of Edinburgh Award Gold: Achieved Bronze and Silver
* Gym three times a week along with hockey training
* Baking

References available upon request