

CJ

CONOR JOHN

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PROFESSIONAL SUMMARY

Dependable team worker with strong customer service skills. Performs tasks with meticulous attention to detail to meet time targets. Track record of producing accurate written records, planning logistics, and prioritising customer privacy. To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Mail logistics
- Customer relations
- Route planning
- Delivery driving
- Manual dexterity
- Vehicle checks
- Process improvement
- Truck safety inspections
- Road Traffic Act compliance
- UK transportation laws

WORK HISTORY

Postman | HR GO Agency/Royal Mail 12/2022 - CURRENT

- Drove delivery vehicles safely and responsibly, representing Royal Mail's brand with continued professionalism.
- Handled packages with care to maintain product integrity, reporting issues of damage through the day if any occurred.
- Provided faultless levels of customer service, building trusted relations for optimised brand reputation.
- Maintained exceptional service times during peak delivery seasons for consistent levels of customer satisfaction.

Yard Operative | Hughes Forest B.M 04/2022 - 10/2022

- Distributed allocated supplies to yard stations and team leaders.
- Helped to maintain tidy and organised yard for smooth distribution.
- Filed incident reports to document safety issues and hazards.
- Picked and packed orders quickly and accurately to meet high-volume demands.
- Loaded and unloaded deliveries, verifying quantity and quality requirements against paperwork.
- Packed orders according to tickets and material packing guidelines.
- Managed heavy loads safely with proper lifting techniques and load distribution methods.

Teaching Assistant | Valleys Education 01/2022 - 04/2022

- I joined Valleys Education at the end of January on a, which unfortunately did not receive additional funding to continue
- Developed and nurtured excellent relationships with students and staff, enhancing positive learning environments.
- Prepared engaging, effective learning materials to boost stimulation and encourage further academic interest.
- Maintained sensitivity towards students with additional needs, continually improving their development and confidence.

Support Worker | Values in care 01/2019 - 01/2022

- I joined Values in Care from my previous employer as I was looking to broaden my experience working with adults with more complex needs such as Epilepsy, ADHD, Cerebral Palsy and Autism
- Assisted with personal care activities such as washing and dressing, consistently promoting positive health and hygiene.
- Used excellent communication and interpersonal skills to engage and interact with individuals in need.
- Conducted one-to-one and group support sessions, helping service users to achieve care plan objectives.
- Provided physical and emotional support, employing compassionate care to help individuals achieve their full potential.

EDUCATION

St John the Baptist School, Aberdare

Math's - D English - D Catering - C Design Technology - E Religious Studies - E Welsh - E, Tec Science - Pass Welsh Baccalaureate

Aberdare College

Level 2 Childcare cache certificate Level 3 Childcare cache certificate

CERTIFICATIONS

- HGV CLASS 1
- HGV CLASS 2