

Kate John

South Wales
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I am a motivated, adaptable and responsible individual who is extremely organised and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have always put considerable energy and enthusiasm into all of my duties, believing that this is the only way to achieve worthwhile results.

Whether working as part of a team or on individual tasks, I am hardworking and always eager to learn new skills.

CPC
Tachograph

Personal Details

Driver's License: B, C1, C1E, CE, Cars, Large vehicles, Light Vehicles, Medium vehicles, Mopeds, Motorcycles

Highest Level of Education: A-Level or equivalent

Industry: Administrative Assistance, Technology

Work Experience

Agency Driver

Various Temporary Contracts
January 2023 to Present

Various multi drop class 2 roles for a range of companies including Bako Wales and Tru-line

Class 1 & 2 HGV Driver

Wrings Transport Limited - Avonmouth
August 2022 to December 2022

Class 1 and 2 multi drop driving.

Daily vehicle checks and ensuring compliance with tachograph and working time directive.

7.5 tonne driver

FedEx/TNT - Cribbs Causeway
February 2022 to August 2022

Delivering bulk pallets to various customers in a timely and safe manner.

Daily vehicle checks and ensuring compliance with tachograph and working time directive.

General Worker

Fforest Camps Ltd - Cardigan
July 2021 to December 2021

Taking on a wide variety of tasks depending on the company's requirements. These varied from managing the maintenance schedule software to front of house, meeting guests, bar work and housekeeping.

Amazon Associate

BRS1 - Bristol

October 2019 to January 2020

My role within Amazon included being responsible for performing an array of duties such as receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock and other tasks as required.

Administrator - Temporary contract

Reed Recruitment at the Centre - Swansea

February 2017 to August 2017

Customer Services Representative:

My current role consists of working in a small team to manage sessions for medical assessments to be carried out to meet targets. This includes assisting customers with completion of forms including expense claims, preparing and maintaining rooms and equipment to ensure they are ready for the Medical Practitioner and customers and working with other teams, Team Leaders and Medical Practitioners to ensure cohesion within unit and work flow progression.

Using in-house computer system to update records accurately.

Regular telephone liaison with MSC.

Provide cover at other sites on occasion.

General administrative duties as required.

Wedding Co-ordinator and Destination Administrator

Thomas Cook Group - Kos, GR

June 2013 to October 2015

The wedding co-ordinator role consisted of receiving the initial contact from the contact centre in the UK and making contact with the couple before their arrival to start making their wedding day plans. I would then be able to build a relationship with the clients before their arrival in Kos and then ensuring that their wedding day went without a hitch. This included all of the legal requirements for a wedding away from the client's home country.

The destination administration role mainly consisted of dealing with customer queries and supporting the destination representatives.

Administrator

Amgen Renewables - Crosshands

June 2013 to May 2015

My position as administrator required me to co-ordinate the on-site engineer's workloads and ensure that they had the correct equipment to carry out the jobs onsite. Then to submit all of the paperwork to the main energy companies to ensure that the work would be paid for within the appropriate deadlines.

I also was responsible for preparing the company's accounts for tax and VAT purposes before passing them onto the company's accountants.

Sales Account Coordinator

Michton Ltd/BakeArt Ltd, Fforestfach - Swansea

February 2009 to June 2013

My position as sales account coordinator required me to maintain and strengthen the working relationships between the company and its clients. This is a role that had been delegated to me by the directors, to ensure that we remained the preferred supplier in an extremely competitive industry.

Working closely with some of the UK's leading bakeries, I made sure that all product sourcing and pre-production samples are presented within the given time and that all subsequent orders were understood and processed promptly, with deliveries being made on or ahead of schedule.

>IT Support/Web Development

>Stock Control

>General Office Duties

>Training/Supervising

Licencee

Smiths Arms Inn

August 2001 to January 2009

were increased by 40% in the first 12 months and an excellent standard was provided consistently throughout. A Level 2 Certificate for Personal Licence Holders and a Food Hygiene Certificate was gained during my time there which has since been renewed.

My ability to be firm but fair enabled me to efficiently manage and provide support to my team, ensuring that a positive atmosphere subsequently led to a successful business. It was my role to provide staff training, negotiate profitable deals with suppliers as well as to deal with difficult/hostile customers in a calm and assertive manner.

Education

NVQ Level 1,2 & 3 in Business Administration

Llanelli Borough Training - Llanelli

1995 to 1996

Advanced Levels in Psychology

Gwendraeth Valley Comprehensive School - Llanelli

1992 to 1994

A Level in Sociology

Gwendraeth Valley Comprehensive School

1987 to 1994

GCSE in Welsh, Computer Studies, Art & Design, English Language, English Literature, Double Science

Gwendraeth Valley Comprehensive School - Llanelli

1987 to 1992

Mental Health First Aider

St Johns Ambulance - Newport

February 2021

Skills

- Microsoft Office
- PHP
- Bar management
- Web design
- Catering management
- training
- Time Management
- Inventory
- POS
- Cashier
- Cashiering
- Cash Handling
- Microsoft Office
- Operations Management
- Commercial Driving

Certifications and Licenses

CPC (Driver Certificate of Professional Competence)

January 2022 to January 2027

HGV Class 1

May 2022 to Present