

Oliver James Forde

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Objective:

A keen eager individual who is seeking employment in Warehouse, Production or Customer Service. I am also looking to develop in these areas to enhance my skills. Additionally, I am open to any work dealing with the public or within a team to enhance my customer service skills.

Personal Profile:

I am an enthusiastic, reliable and hardworking person who thrives on new challenges and experiences. I can work confidently as part of a team or as an individual having excellent communication skills, practical skills and a good hand eye co-ordination, currently taking driving lessons.

Skills and Abilities:

- Highly motivated with a positive attitude and flexible skills.
- Practically minded receiving much positive feedback from tutors.
- Ability to cope under pressure and meet deadlines as shown by GCSE studies and exams.
- An honest and friendly person who finds it easy to communicate with a wide range of people.

Employment History:

- **Royal Sun Alliance (More Than Car Insurance) (Temp)** September 2016 – January 2017 Duties: Dealing with clients, Putting in new claims, Renewing Policies, Changing vehicles.
- **The contact people Wavertree Technology Park (Temp) March** 2016 – August 2016 Duties: Dealing with queries, Passing on important information, Inputting data, Dealing with complaints.
- **The contact company (Argos) New Mersey way, Birkenhead** May 2015 – February 2016 ongoing Duties: Telephony, placing orders, chasing up deliveries, dealing with different customers.
- **RenshawNapier Crown Street Liverpool L8 7RF** August 2014-November 2014 Duties: Production Operative: Working on a busy production line, packaging and labelling goods. Also had experience being in a team leader role.
- **Barclays Bank PLC Montrose Business Park 394 Edge Lane. Liverpool L7 9PX** November 2012- June 2013 Duties: Telephone Banker: Dealing with customer banking enquiries, dealing with loans, credit card agreements and all other financial matters.
- **Costa Coffee. 123 Allerton Rd Liverpool, Merseyside** Duties: Barista: Serving customers coffees and drinks, handling cash, cleaning cafe and till area to a high standard, promoting offers and promotional products. Dealing with customer enquiries and complaints.
- **Tesco Superstore, Park Road Liverpool 8** December-2011-January 2012 Duties: Warehouse Assistant: Dealing with deliveries, stock and stocking shelves. Ensuring products dates were correct and safe. Disposing of old stock and disposing of unwanted products ready for recycling. Ensuring warehouse ran smoothly and safely.
- **Hampton (by Hilton) Hotel, Hurst St, Liverpool L1 8DA** June-July2011. Duties: Concierge: Working in a variety of roles within the hotel, dealing with guests, checking in and out, dealing with guest enquiries and updating the systems. I was also required to work on the bar and restaurant when needed.
- **McDonalds Restaurant, Hunts Cross** June-August 2010 Duties: Crew member working in a fast paced service environment.
- **HMV, 24-26 Bold Street Liverpool L1 ADS** March-May 2008
- Various paper delivery positions in Garston an Allerton areas.

Qualifications:GCSE's

- All levels A-C at GCSE level in Core subjects
- ICT First Award - Pass ICT Second Award - Pass
- Key Skills Level 2 Accreditation: Improving own learning and performance, Problem solving and working with others.
- NCFE Level 1 = Creative Craft in Patisserie and Confectionery
- On Q (via Hampton by Hilton Hotel)
- Recently completed Sport leader Trainer Award (Green bank Sports College)
- First Aid in the work place (Green bank College)
- Advanced Life Guard Training (Austin Rawlinson Sports Centre)
- Level 3 Gym Instructor/Personal Trainer in September 2012 at St Helens Sports Academy
- Forklift Counter balance
- Warehouse Level 2

Interests:

I am fit and active and enjoy cooking meals for the family. I enjoy helping with various DIY jobs including painting and decorating and have a wide and varied taste in music and particularly enjoy listening to and watching good comedians and comedy shows.

Personal Achievements:

Completion of 25k trek of Samaria Gorge in Crete and many other charity walks with my mum for Marie Curie Cancer Care Trust. Awarded a 5 year attendance medal at secondary school for completing schooling without one single days absence (New Heys)

References:

Available on request.

Have a full UK driving licence.