

RICHARD OXLEY

ricardo0557@gmail.com | 07792142891 | Full driving license

Hemel Hempstead
Hertfordshire
HP25DP

PROFESSIONAL SUMMARY

I am a very motivated and passionate person with a drive to stand out. I can easily adapt to change and love to take on new challenges and problem solving with a positive outlook. I have experience working as both part of a cohesive team as well as working by myself and I thrive in both situations. I excel when working in a fast-paced environment and I can manage my time efficiently, understanding the importance of meeting deadlines by prioritising my workload. My empathetic nature drives my need for delivering excellent customer service and I have a proven track record of this within my working history.

WORK HISTORY

Prison Officer

July 2002 - Present

Permanent | Prison service | Hemel Hempstead, Hertfordshire

- Maintaining Security at a very high level, and ensuring that all staff and prisoner are safe throughout the day.
- Rehabilitate the prisoners, insuring that the show their presents for relevant activities while on sentence.
- Carrying out team meetings with staff and detailing duties for the day.
- Reporting to high level managements with a briefing on events for days past and future.

Disbatch Driver

September 1997 - July 2002

Permanent | John Lewis & Partners | London

- Carried out duties as a Dispatch Driver, delivering goods to customers in the London area and also in the South East of UK. Jobs included loading for the day, and planning routes. Making deliveries to customer within a time scale.
- Warehouse supervisor for a branch in Dartford. ensuring that staff keep with there time keeping, co ordinating with drivers and ensuring that goods are ready for deliveries. Responsible for the storing of goods and the maintenance of equipment.

Closs protection Agent

April 1994 - April 1997

Permanent | Self-Employed | Barbados

- Responsible in caring and protecting clients and their property. Planning routes and organising security with local police and security agencies.
- Worked with a Private Investigator were I assisted in numerous jobs around the island.

- Worked as security Supervisor for high end Hotels and homes around the island.

Soldier

July 1983 - February 1994

Permanent | Armed Forces Careers Office | Germany

- In command of a highly sensitive equipment where I was responsible with the care and maintainance . I also had a number of soldier under my command to whom I was responsible there well being.

EDUCATION

7 CSE

Cornwall Comprehensive School - 1983

English Lan & Lit, Graphics Design, Mathematics, Physics, German, wood craft, Sports. | 3 x level 3, 1 x level 1, 3 x level 2

SKILLS

First Aid, Health And Safety, Decision Making, Critical Thinking, Computer Literate, Communication Skills, Ability To Work Under Pressure, Computer Literacy, Data Entry, Diary Management, Handling Enquiries, Microsoft Excel, Microsoft Office, Microsoft Powerpoint, Microsoft Word