

# CURRICULUM VITAE

## JAMES ROSS HELLIWELL

Date of Birth: March 1986

Mobile: 07572 528763

---

### PERSONAL PROFILE

A reliable, hardworking and enterprising person, able to offer commitment to any prospective employer. Eager to learn new skills and willing to take up further training in any working environment.

### EDUCATION AND TRAINING

|                  |                                                                               |      |
|------------------|-------------------------------------------------------------------------------|------|
| Dec 19           | Lean Organisational Management Level 2                                        | Pass |
| Sept 02 - Dec 03 | Barnsley Met Training/Barnsley College<br>NVQ Level 2 Business Administration | Pass |
| 1997 – 2002      | Penistone Grammar School                                                      |      |
|                  | GCSE English Language                                                         | C    |
|                  | English Speaking and Listening                                                | C    |
|                  | English Literature                                                            | C    |
|                  | Mathematics                                                                   | C    |
|                  | Business Studies                                                              | D    |
|                  | Dual Award Science                                                            | D    |
|                  | Design Technology                                                             | D    |
|                  | Geography                                                                     | E    |
|                  | French                                                                        | F    |
|                  | ICT/Computer Art and Design                                                   | Pass |
|                  | ICT/Desktop Publishing                                                        | Pass |

### EMPLOYMENT HISTORY

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Apr 22 to date    | <b>Company name:</b> DX Deliveries - Euronics<br><b>Position held:</b> Driver<br><b>Full duties:</b> Multi drop deliveries of electrical goods to high street stores across England and Wales.                                                                                                                                                                                                                                                                                                                      |
| Sept 21 to Apr 22 | <b>Company name:</b> Endon Roofing<br><b>Position held:</b> Roofer<br><b>Full duties:</b> Strip off existing roof coverage and boards, install new deck and waterproof using single ply membrane using ICB, Alwitra and Renolit.                                                                                                                                                                                                                                                                                    |
| Feb 20 to Aug 21  | <b>Company name:</b> Delta Roofing (self employed but subcontracted solely to this company)<br><b>Position held:</b> Roofer<br><b>Full duties:</b> Working on all types of roofs as previously detailed in self employed section.                                                                                                                                                                                                                                                                                   |
| Oct 17 to Feb 20  | <b>Company name:</b> RH Roofing (returned to being self employed)<br><b>Position held:</b> Self employed Roofer<br><b>Full duties:</b> Replacing flat roof materials with EPDM Single Ply membrane and carrying out any necessary repairs to underlying structure as required on removal of old materials to ensure the structure is sound. Carry out repairs to pitched roofs, pointing, ridges, fitting fascia, soffits, gutters, dry verges and dry ridge systems. I can also install and maintain living roofs. |
| Mar 15 to Oct 17  | <b>Company name:</b> Wolseley (Plumb Centre)<br><b>Position held:</b> Delivery Driver / Warehouse Operative<br><b>Full duties:</b> My main role is to deliver plumbing supplies to new build sites across Yorkshire. I also assisted in the warehouse when required, maintaining stock records and picking / checking orders, using the forklift for despatch before loading on the vans.                                                                                                                           |

## EMPLOYMENT (cont)

|                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sept 11 to Mar 15 | <p><b>Company name:</b> RH Roofing (started my own business)</p> <p><b>Position held:</b> Self employed Roofer</p> <p><b>Full duties:</b> Replacing flat roof materials with EPDM Single Ply membrane and carrying out any necessary repairs to underlying structure as required on removal of old materials to ensure the structure is sound. I also install and maintain 'living roofs', fit pond linings and carry out general roofing repairs.</p>                                                               |
| Mar 08 to Aug 11  | <p><b>Company name:</b> Self employed – contracted to Future Roofs Limited</p> <p><b>Position held:</b> Roofer</p> <p><b>Full duties:</b> Replacing flat roof materials with EPDM Single Ply membrane and carrying out any necessary repairs to underlying structure as required on removal of old materials to ensure the structure is sound. I also install and maintain 'living roofs', fit pond linings and carry out general roofing repairs.</p>                                                               |
| Oct 07 to Feb 08  | <p><b>Company name:</b> Pavillion Management Services Limited</p> <p><b>Position held:</b> Labourer</p> <p><b>Full duties:</b> General labouring for tradesman working on new housing development.</p>                                                                                                                                                                                                                                                                                                               |
| May 06 to July 07 | <p><b>Company name:</b> Self employed – contracted to P Parker Roofing</p> <p><b>Position held:</b> Roofer</p> <p><b>Full duties:</b> Assisting in replacing flat roofs using the EPDM Single Ply Membrane. Laid off due to lack of work for company.</p>                                                                                                                                                                                                                                                            |
| Oct 05 to May 06  | <p><b>Company name:</b> Noveon Manufacturing UK Limited</p> <p><b>Position held:</b> Lab Technician/Warehouseman</p> <p><b>Full duties:</b> To mix and test various water repellent/flame retardant coatings as specified by the client. After mixing and testing small mixes, to convert the mixes for products into large quantities and to mix substantial batches as required. Moving supplies using a fork lift truck, loading/unloading of wagons, packing and shrink wrapping products prior to despatch.</p> |
| June 04 to Oct 05 | <p><b>Company name:</b> UK Platforms</p> <p><b>Position held:</b> General Labourer</p> <p><b>Full duties:</b> I undertook general maintenance, repair and cleaning work on plant hire equipment that the company loaned out before it was next released. I was sometimes required to collect/deliver goods or vehicles to/from other depots. I gained experience in working on several different types of machinery and hold an IPAF licence valid for machines that fall within the categories SL and SPB.</p>      |
| Sept 02 – Mar 04  | <p><b>Company name:</b> Barnsley Metropolitan Borough Council</p> <p><b>Position held:</b> Modern Apprentice - Clerical Officer Trainee</p> <p><b>Full duties:</b> Various clerical roles including reception duties, answering the telephone, faxing, photocopying and using e-mail, inputting information into the Housing Department database used to monitor waiting lists, incoming and outgoing mail responsibilities. I was required to work on my own initiative and also as part of a team.</p>             |

## ADDITIONAL INFORMATION

I am a dedicated person and am able to apply myself to a variety of tasks. I am willing to undergo any training that may be necessary to enable me to do the work required in any position and am willing to work outside normal hours if required. I have a sound working knowledge of Microsoft applications and good keyboard skills. I have the ability to prioritise my workloads and can work as part of a team or on my own initiative. I have a full UK driving licence and also hold Class 2.

I hold a current IPAF licence and have also held Counterbalance and Forklift Truck licences but may need to have refresher training on these.