Name

Address 1

Address 2

Town

Postcode

Email; email@email.com

Telephone: 01234567890

**Personal Profile**

I am a kind, caring person who is shows patience with others. I am now feel ready to take on a new challenge and I am looking for a retail or other suitable position following a period of childcare. I have retail experience and I have developed good customer skills. I am a motivated person and like to be busy, I always see any task or job through to the end.

**Key Skills**

* **Customer Service Skills –** I have developed these skills whilst working at Poundland, I enjoy helping other people and providing a service
* **Time-management and prioritising -** Getting my children to school nursery on time has developed my skills in prioritising my workload and working to deadlines.
* **Multi-tasking-** Supervising and organising activities for children has developed my skills in prioritising and juggling responsibilities
* **Challenges –** I enjoy learning new skills and meeting new challenges, I pick up things quickly and I’m looking forward to a new career

**Job History**

**Kitchen Porter Takeaway Resturaunt July 2017 – Oct 2017**

Working as a Kitchen Porter at a busy Ryde Chinese Take Away

* Packing pre-ordered cooked meals for home delivery
* Cleaning duties in the Kitchen

**Retail Assistant High Street Store Nov 2016 – Dec 2016**

Working as seasonal Retail Assistant

* Managing and presenting stock
* Cleaning duties within the store

**Childcare 2009 - 2016**

* During this period, I was bringing up my two children, whilst doing this I believe I have learnt many key life skills such as budgeting, paying bills, household duties, cooking, caring and making sure that all their needs are met.

**Call Centre Operator Japanese Company 2003 - 2009**

* Call Centre operator in a life assurance company
* Managing insurance tractions
* Handling customer queries

**Waitress Restaurant in Japan 2000 - 2003**

* Taking orders for food and drinks
* Serving meals
* Handling customer queries
* Cleaning duties

**Education**

* Graduated at High School in Japan with National examinations taken
* National training programme completed to work with the Japanese Government

**Personal Interests**

* Spending time with friends and my son and daughter
* I Like reading romance and detective novels
* I enjoy cooking

**References are Available on Request**