

Any Name

Any Road, Any Town, AN03 3YT
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anymail@email.com

Personal Profile

An outgoing person with a hardworking nature who is articulate, and assertive, and strives to be a strong advocate for others. Now level 3 qualified and with experience in customer service and animal care and management, is keen to apply skills and knowledge within a new opportunity to develop a career in animal care.

Key Skills and Qualities

- Time Management - these were developed during my studies to ensure all set work was completed to deadlines and at a high standard.
- Customer Service - gained recognition awards for customer service from head office.
- Responsible – experience in current position of being the most senior member of staff on site during some busy days and therefore taking responsibility to ensure everything has run smoothly.
- Listening and Advocacy – these were developed and demonstrated when in student voice groups at school and college.

Work History

Any Museum

January 2018 – Present

Waitress and Shop Assistant

- Preparing fresh hot drinks including the specialist coffee machine.
- Taking orders, delivering food to tables and preparing desserts.
- Using the till, card machines and handling cash.
- Providing excellent customer service.
- Replenishing shelves.

Cats Protection

June 2018 – Present

Voluntary Cat Carer

- Cleaning over 30 cat pens: including maternity, isolation and adoption cats.
 - cleaning and replace all litter trays and wash all food bowls.
- Cat socialisation and kitten checks.
 - Working with the cats that are most nervous and may have been feral before living at the cat's protection. We focused on things like aggression, being timid, being too playful.
- Hand rearing and feeding

Anytown Zoo

October 2017 – December 2017

Voluntary Zookeeper (work experience placement)

- Preparing and making feeds for animals.
- Helping to clean out the Amazon area.
- Delivering the lemur and penguin talks on my own.

Pet doctors

November 2016 – January 2017

Vet and Nurse Assistant (work experience placement)

- Cleaning the operating theatre.
- Performing any tasks required by the vet or vet nurse.
- Watching operations on various animals.
- Changing animal bedding and cleaning the cattery and kennels.
- Helping the nurses to stop a kitten with cat flu from weening.

Qualifications

Any College, Any Address, Any Town

2019: Adult Literacy Level 2
Adult Numeracy Level 1 currently working towards Level 2

2017- 2019: Level 3 BTEC Extended Diploma in Animal Management
Distinction* (A*)

2016-2017: BTEC level 2 Animal care
Distinction* (A*)

2015: Level 1 BTEC Animal care Distinction (A)

Any High School, Any Town

2014: 5 GCSEs including English, Maths and Science
BTEC Art and Design
Creative Crafts Level 1 and 2

Hobbies and Interests

Having always been an animal lover most free time is spent with animals, it is impossible to choose a favourite animal. Also enjoys singing and performing in the local amateur dramatics group.

References are available on request