**CURRICULAM VITAE**

Mr Conor

Conor.332863@2freemail.com

**Personal statement**

Since leaving my full time education in 2012 my working career to date has comprised of 2 full time posts. My most recent position with NICS proved to be a great learning and development opportunity. My daily duties provided me with the chance to work on my own initiative and also learn the skills and attitude required to be a valuable team member. Working with confidential documents and material was a responsibility I was keen to take on and underlined my attitude to the task in hand. I also had to talk over an intercom daily which showed I was confident on speaking out.

**Education history**

**Date School / College Qualifications (level / grade)**

Sept 2010- June 2012 St, Patricks Maghera BTEC National Diploma in Sport -

 Double Merit

Sept 2005- June 2010 St, Pauls Kilrea GCSE - English: C

 Maths: C

 Science: B

 P.E: C

 Construction: A

 L.F.L.W: B

**Employment history**

**Dates Organisation Job Title / Duties**

April 2013- Aug 2014 Premier People SGB2

 (Northern Ireland Civil Service) Customer service

 Distribution of internal documents

 Building Key Holder

 Tray lifts

 Confidential waste

 Intercom service

 Admin duties

 Reception duties

**Dates Organisation Job title / Duties**

June 2012- March 2013 Intec Contract Interiors Metal fixer / Joiner

 1st and 2nd fix joinery

 Working with other employees

 Quality assurance

 Using my own initiative

**ADDITIONAL QUALIFICATIONS**

* Heartstart Course
* Foundatation level – Gaelic coaching course
* Bronze Medallion Lifesaving award

**CORE SKILLS**

* Excellent Numeric and Literacy Skills
* Confident Communicator
* Great time management skills
* Ability to work on own initiative
* Effective and valued team member
* Good organisational skills

**OTHER SKILLS**

* Full clean driving licence
* Competent in all Microsoft packages

**HOBBIES/ INTERESTS**

* Keeping fit
* Socialising
* Attending the gym
* Playing both Gaelic and football
* Travelling