

CV for Cooper Jendle

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Personal Profile

I am a highly motivated and hardworking individual who has recently completed my A' Level studies. I have received excellent grades in both Maths and Science and am now seeking full-time employment in an office environment to progress longer-term career prospects. I am available to start immediately and can provide references on request.

Skills and Qualities

- Excellent customer service skills which I have acquired whilst working as a part-time Shop Assistant
- Strong communication skills, both written and verbal, developed through numerous essays and presentations given during my time at school
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement
- Flexibility, hard-working with an excellent attendance record
- Familiar with the use of Microsoft Office, including Access, Excel, Word and PowerPoint

Education

2021 – 2024	Isle of Man College Two A' Levels - Mathematics (A) and Science (A)
2016 – 2021	St Barnaby's High School, Douglas GCSEs - Maths (A), Double Science (AA), English Lit (B), English Lan (B), History (C), Geography (B), Design & Technology (A), Art (B), Religious Education (C)

Work Experience

April 2020 – Present: Part-time Shop Assistant, Paywrite, Ramsey

Responsibilities include:

- Serving customers and helping them with general queries
- Operating the till and taking payment
- Ensuring that stock levels are maintained and that the store is clean and tidy

Summer 2022: Two weeks work experience at Jones & Son Architects

Interests and Hobbies

Over the last two summers, I have volunteered to help a family friend restore a classic motorbike. During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.