

FINLEY JONES

25.05.06

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LINKS

[My Personal Website](#)

PROFILE

I am an organised and dependable person, who is successful at managing multiple priorities with a positive attitude. I have a strong willingness to take on additional responsibilities. I am hardworking and passionate about my work with strong organisational skills. I am a friendly student who is able to work evening, weekend and holiday shifts.

EMPLOYMENT HISTORY

❖ **Cafe Service Assistant, The Range** Aug 2023 — Present
Plymouth

In this position I made a wide variety of food and drinks for customers, handled cash, took payments, maintained a sanitary work environment and unloaded deliveries. I took on several additional responsibilities including the training of new staff members as well as cashing up at the end of the day. I was able to create and maintain good relationships with regulars and was able to integrate quickly and professionally into the very fast paced environment.

❖ **Cleaner, Coombe Dean School** Feb 2023 — Present
Plymouth

In this position I was responsible for cleaning my designated area using a wide variety of cleaning products, chemicals and tools. I have experience cleaning everything; from walls, doors, glass, toilets and more. I worked independently within my own area to ensure it was clean; i then worked collaboratively with another co-worker to help them clean their area as they needed additional support. I was also responsible for training new members of staff as well as child safety, and reporting any safeguarding concerns.

❖ **Front And Back Of House Staff , The Old Mill Cafe** Mar 2022 — Jun 2023
Plymouth

In this position, I worked as both a front of house and back of house staff member. I hand crafted a broad range of drinks for customers. I waited tables and ensured customer satisfaction. I also worked in the onsite ice cream shop, serving ice cream and various other treats to customers. Other responsibilities included handling money, cleaning dishes, taking stock and unloading deliveries. Here I gained confidence in myself and it taught me many new things like resilience and how to deliver great customer service.

❖ **Swimming Instructor , Fort Stamford** Jan 2019 — Apr 2020
Plymouth

In this position I handled multiple responsibilities including child safety and lesson planning. This taught me both patience and resilience. Whilst there I completed the following tasks:

- Maximised lesson efficiency by delivering personalised coaching to boost individual progress and child confidence.
- Prepared lesson plans that met various criteria as set out by my employer.
- Ensured a safe learning environment was upheld to boost confidence in the children and parents alike.
- Established and maintained excellent relationships with the children and parents to promote optimum learning.

❖ **Seasonal Mail Sorter , Royal Mail** Dec 2022 — Jan 2023
Plymouth

In this job I handled office correspondence and incoming and outgoing mail, organized and dispersed incoming mail to correct departments and employees. I also scanned parcels and ensured that they were delivered into the correct place. I over-saw the distribution of thousands of letters each day and ensured they ended up in the correct

place. In this job I also got a feel for what it is like to work in a warehouse environment, meeting strict deadlines and sticking to strict rules. I also ensured and over-saw the safety of confidential information.

EDUCATION

❖ **Coombe Dean School** Sep 2017 — Jun 2022
GCSE Plymouth

Here I completed my secondary education and sat my GCSE's, whilst there I learned these skills:

- Strong social skills.
- Problem solving
- The ability to work under high stress
- Being able to work within strict deadlines

When studying here, I also completed my DofE award and recieved many other certificates for good behaviour and for being a role model pupil.

❖ **Coombe Dean School** Sep 2022 — Jul 2024
A-Levels Plymouth

Here I am in the process of completing my A-Levels, I am doing:

- Criminology
- Design Technology
- Geography

I am predicted the following grades thus far:

- Criminology - A
- Design Technology - A
- Geography - A

SKILLS

Critical thinking and problem solving	Customer Service
Adaptability	Microsoft Office
Ability to Multitask	Communication Skills
Fast Learner	Management
Effective Time Management	Good team player
Computer Skills	Confidentiality
Ability to Work Under Pressure	Safeguarding

❖ **GCSE GRADES**

English Language - 7 Biology - 6 Geography - 8
English Literature - 6 Physics - 7 Design Tech - 8
Maths - 5 Chemistry - 6 Computing - 7

REFERENCES

❖ **Jenny Fitzpatrick**
Coombe Dean School jfitzpatrick@coombedean.co.uk

❖ **Hayley Kirtley**
Coombe Dean School hkirtley@coombedean.co.uk

♣ **Belinda Watkins** 447912935642
The Range

♣ **Kelly Goodeve** 447926915926
The Range

♣ **Jennifer Parkin**
Old Mill Cafe jenniferparkin1@aol.com