**Joshua Jones**

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**Profile**

A Level student seeking opportunity to develop a successful career within Marketing. Self-motivated and adaptable with excellent interpersonal skills and customer focus. Forward thinking and ambitious, experienced using relevant media platforms, a keen eye for detail and confidently prepared to enter the industry. Analytical thinking with the ability to utilise innovation and initiative to produce work to deadline, with a high level of presentation and professionalism.

**Skills & Attributes**

* Excellent interpersonal skills with customer service and team working experience
* Able to work under pressure to deadlines
* Organised and flexible working approach with the ability to prioritise
* Independent research and analytical skills
* Relevant IT experience includes; Adobe Photoshop, MS Word /PowerPoint
* Basic knowledge of web design (WordPress)

**Education & Training**

**Chichester College Sept 2018 – June 2020**

* A Levels English Language (A) Media (A) Business (B)

Relevant key areas studied; Marketing & Advertising, Consumer

Behaviour, Using IT in Business & Marketing, Managing Multimedia

Platforms, Social Media within Business

**The Regis School Sept 2013 – June 2018**

* GCSEs; English Literature/Language (5/4), Maths (4), Double Science (4/4), Art & Design (6), Graphic Design (7), Geography (5), Spanish (4), PE (6)

**Work History**

**Co Op Aug 2018 – Present**

**Customer Services Assistant**

* Receive deliveries, replenish and rotate stock
* Deliver excellent customer service dealing with any customer queries
* Till operation, serving customers

**Cosy Shop & Cafe Aug 2016 – Jul 2018**

* Food and beverage preparation
* Cashier duties, operating the till
* Serving customers and dealing with enquiries
* Restocking and merchandising
* Maintaining a clean and tidy work environment
* General duties to support the team and manager

**REFERENCES**

Excellent references can be provided upon request