

Example Part Time CV with Some Work Experience

Chris Grey

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Education and Qualifications

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|---|--------------------------|--------------------|
| University of Portsmouth | BA (Hons) English | 2009 - 2012 |
| Portsmouth Grammar School | | 2002 - 2009 |
| <ul style="list-style-type: none">• A Levels: English (B), Psychology (C) and Religious Education (C)• 9 GCSEs 1A, 4Bs and 4Cs including Mathematics and English | | |

Employment Experience

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|--|------------------------------------|-------------------------|
| Wilkinsons, Portsmouth | Retail Assistant | Mar 09 - Present |
| <ul style="list-style-type: none">• Worked as part of a team to receive early morning deliveries, maintain warehouse standards and provide outstanding customer service.• Constantly under pressure to finish my tasks before the deadline every shift.• Developed excellent communication and customer liaison skills.• Shown initiative and teamwork skills by supporting other team members with their tasks after finishing my own. | | |
| TK Maxx, Portsmouth | Customer Services Assistant | Dec 08 – Dec 08 |
| <ul style="list-style-type: none">• Encouraged colleagues to reach work targets collectively creating team spirit.• Being professional and tidied up the shop floor and maintained stock in pristine condition.• Dealt with telephone calls and queries from other stores such as searching for coded items in order to price them.• Developed problem solving skills through dealing with angry customers in a professional manner, quickly resolving situations using my own initiative | | |

Voluntary Work Experience

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|--|------------------|------------------------|
| Malik Solicitors, Portsmouth | Volunteer | Jun 07 - Jul 07 |
| <ul style="list-style-type: none">• Carried out a range of clerical duties such as photocopying and filing hence familiar with basic office equipment. | | |
| RSPCA, Stubbington | Volunteer | May 06 – Jun 06 |
| <ul style="list-style-type: none">• Worked as part of a very small team from a variety of social backgrounds to run an RSPCA charity shop in Portsmouth city centre.• Proficient user of Microsoft Office programs including Word, Excel and PowerPoint, used to enter data and produce reports• Supported the manager by unloading deliveries and using practical skills to display goods for resale. | | |

Languages

- Languages - French (basic) and Urdu (fluent native speaker).

Interests

- Developed teamwork through playing for the netball society and taking an active role in the club.
- Enjoy reading books on psychology and autobiographies

Referees Available On Request