

Fred Bloggs

1/2 Fawlty Towers, St.Trinians University, Othertown, Othershire, EF3 4GH.

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Personal Profile

An excellent communicator, confident in dealing with people from all walks of life. Ambitious and focused whilst appreciating the need to remain flexible.

Key Skills/Achievements

- Skills enhanced by giving presentations as part of my course.
- Confident telephone manner.
- Excellent verbal and written skills.
- Working in a local bar allowed me to enhance my communication skills.

Education/Qualifications

St. Trinians University Othertown 1999-present
Anytown Comprehensive - Anytown 1992-1999

Employment History

Job Title	Company	From Date	To Date
Bar Person	The Scholars Arms, Othertown	Start: Dec 3, 2004	End: Dec 3, 2007

Responsibilities

Duties as a bar person include cash handling, greeting & serving customers, keeping the bar stocked and clean, keeping public areas clean & tidy. In Oct '99 underwent brewery based customer service training.

Job Title	Company	From Date	To Date
Cashier	WH Smiffs, Anytown.	Start: May 1, 1999	End: Apr 3, 2001

Responsibilities

Duties as a cashier included serving customers, cash handling, dealing with enquiries.

Additional Information

Marital Status: Single
Driving Licence Full UK

Leisure Interests

I am an active committee member of the university football club and often participate with the team in matches. I am responsible for organizing the transport to away matches.

I am interested in music, especially Jazz, and play saxophone in a local jazz quartet. I have also been involved in the university's production of "Evita", playing in the orchestra. Prior to university I was a member of the Anytown Comp' School Orchestra, and regularly played in interschool competitions.

References available on request