

Jamie Shaw

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Personal statement

I am a willing and dedicated worker who enjoys working in a team environment. I have experience in working in a newsroom, Westminster for the RT Hon Dame Cheryl Gillan in which I dealt with writing letters and dealing with office protocol. I have also worked at Buckinghamshire County Council all working to tight deadlines which I have met. I am never late and always work and conduct myself in a professional manner. I am determined to always improve myself and always listen to constructive criticism.

Key Skills

- Excellent at filing and recording
- Proficiency in all areas of Microsoft Office
- Good communication skills, both written and verbal
- NC T/J Qualified in Law, Public Affairs and Essential Journalism
- Useful in Adobe Audition and Premier Pro
- Punctuality
- Friendly and Approachable

Employment History

Shop Assistant, Carrols, Amersham

(August 2014 - Present Day)
Responsibilities:

- Sold items to the customers and took their money and gave their respected change
- Put stock away in a respectable and presentable fashion so the customers would be able to see clearly where their desired product would be.
- Being able to help customers with all their desires.
- Bringing in the stock
- Locking up the shop

Education

Staffordshire University

(September 2015 - June 2016)

BCT/Accredited BA Hons in Broadcast Journalism with a 2:1

West Herts College

(September 2014 - June 2015)

Creative Writing - DDM

Chiltern Hills Academy

(September 2008 - June 2014)

6 GCSEs, grade A-C, including Maths and English

References

References are available upon request.