

PETER ALLAN JONES

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Skills:

- I work very well in a team as I have good communication skills;
- I am also a fast learner and benefit from taking on new challenges.
- I have an extensive knowledge of use with computers and software such as Photoshop, Flash Professional, Dreamweaver, Premiere Pro and Visual Studio amongst others.

Education:

2010 – 2014 Portsmouth University

Currently studying BSc Entertainment Technology

I'm also a Course Representative, thus far achieved a high 1st for my level one work overall.

2008 – 2010 Graveney School (Sixth Form)

3 A Levels: Media Studies – **B**, Computing – **B**, Psychology – **C**

1 AS Level: Philosophy - **D**

2003- 2008 St Joseph's College, Beulah Hill, London, SE19 3HL

10 A-C GCSE's

- **A – 1** **B – 7** **C – 2**
- Cisco Level 2 Certificate for ICT practitioners, System Support

I took part within the school council where team work and responsibility plays an important role.

Work history:

10/01/2012 – Present **University of Portsmouth**

I am a Students Events Marketing Assistant where I assist in providing information and promoting the university to pending and prospective students.

10/09/2011 – Present **Sony Centre Portsmouth**

I am a sales representative on the shop floor, selling products such as laptops, television, camera's and audio equipment. My duties also included cleaning and taking telephone orders.

01/08/2011 – 1/10/2011 **Tiger Tiger Portsmouth**

I was a Bartender where my responsibilities included providing a high standard of customer service whilst serving drinks and food to customers. I had to be constantly aware of customers to look out of fraudulent identification or underage drinkers.

27/07/2009 – 07/09/2009 **Hewitts of Croydon**

A customer assistant in the uniform retail shop Hewitts, My duties included assisting customers, taking telephone orders, working in the warehouse, stock checking, dispatching orders and cleaning.

05/2005 – 07/2009 **Newsquest Guardian Newspaper Distributor**

Collating and delivering the weekly free newspaper and accompanying leaflets

8-10/06/2008 **Group Clean/Epsom Derby Race Course**

I was temporarily employed as cleaning staff for the days of the Epsom Derby in summer 08'

2000 – Present **Forever Yours Personalised Gifts and Keepsakes**

I've helped out with my family business selling personalised gifts and keepsakes at craft fairs, interacting with customers and taking telephone order. I created an interactive stock recording program in Visual Studio 2010 Express to assist the company.

References:

Leon Milner (Manager) – 99 Commercial Road, Portsmouth, Hampshire, PO11BQ, 02392870222