

SEBASTIAN BROOKS



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OBJECTIVE

I am looking for a role with the potential to become a career.

SKILLS

- Polite telephone manner
- Good written English
- Typing speed: 43wpm
- Problem Solving

COMPUTER PROFICIENCIES

- Web Coding (HTML, CSS, JS, jQuery & SCSS)
- MS Office (Word, Excel & PowerPoint)
- Adobe (Photoshop, Illustrator & InDesign)

EMPLOYMENT HISTORY

June 2017 – Present

Wire Foundation

GRAPHIC DESIGNER

In this role I use various Adobe programs to quickly create concepts for different types of media including websites, logos, business cards and flyers. I also design final products for print and images for websites.



October 2016 – March 2017

Ethos/ Clarion Housing Group

RESEARCHER

This role began as a work placement researching Section 106 agreements for a Skills Planner, a project aiming to develop a system for forecasting employment and training across the 33 London boroughs. Due to the employer's satisfaction, this led to paid work.

ETHOS



DUTIES

- Searching for documents online and extracting information
- Developing and maintaining spreadsheets
- Liaising with project manager and attending meetings
- Answering calls and opening the doors for customers

--- (2012 – 2016: Attended Greenwich University) ---

February 2011 – November 2012

OCS Retail Services

CASUAL RETAIL WORKER

Working as part of a larger team to perform overnight stock counts in various stores around the country.



February 2005 – November 2010

Sainsbury's

In my five years at Sainsbury's I worked on various departments including, sometimes overlapping.

Sainsbury's

- **Cashier/ Supervisor: Apr 09 – Nov 10**
Providing customer service, organising staff and generally maintaining checkouts.
- **Warehouse Operative: Oct 06 – Jun 09**
Maintaining the warehouse and processing incoming goods.
- **Cash Office Clerk: Oct 05 – Feb 09**
Responsible for ensuring money coming in and out of the cash office was balanced and investigating discrepancies.
- **Price Controller/ Admin Assistant: Feb 05 – Oct 09**
Ensuring the store was compliant with trading standards as well as various administrative duties.

EDUCATION

September 2012 – June 2016 | University of Greenwich

- Creative Digital Media Foundation Degree: Pass

REFERENCES AVAILABLE ON REQUEST.