Curriculum vitae

**Levi Mackreal**

**Personal Details**

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**Preston**

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**Personal Profile**

I am a hard working, honest individual. I am a good timekeeper, and always willing to learn new skills, work independently and also work within a team. I'm enthusiastic, self-motivated, reliable, responsible and hard working person. I have good interpersonal skills and I am very keen, I identify and develop opportunities. I'm a motivated person looking to take on new skills and have many existing ones to offer.

**Skills**

* Confident in communicating and presenting at all levels
* Proven skills and experience in cash handling
* An ability to learn new tasks and information quickly
* Diplomatic and professional when dealing with challenging customers
* Effective communication skills – oral and written
* Excellent customer service focus

**Education**

**Fulwood High School, Preston**

Maths – C

English – C

Science- C

I.T- B

Religious education- C

Food Technology- C

**Preston College**

Edexcel BTEC Level 2 Diploma in Sport

**Work Experience**

**Office Administrator/ Warehouseman, Batley's Cash and Carry April 2017 to present**

Dealing with customers online and in the store

Accurate and error free cash handling

Stock taking/online ordering

Handling all customers queries and complaints efficiently

Work as a team to provide the best service for the customers

Effectively indentify and respond to customers' needs

**Mail Sorter, Royal Mail October 2016 to April 2017**

Offloading of mail bags from delivery trucks and vans

Sorting mail, packets, parcels and other deliverable items

Sorting incoming and outgoing parcels by postcode

Partook in training of integrated mail processors

Logging of the sorted mail to the system database

Always adhering to health and safety regulations in the workplace

Ensuring that items are ready for dispatch on the given timetable

**Order picker, James Hall & Co/ Distributing Centre June 2014 to October 2015**

Pick orders according to pick sheet and maintain quick pace

Track all merchandise movements and keep logs updated

Tagged incoming merchandise and tracked movements

Stored in the correct locations according to company guidelines

Inspected shipments for damage or discrepancies with paperwork

Helped complete scheduled warehouse inventories

**Children's youth worker, Fishwick Rangers September 2013 to June 2014**

Managing projects

Planning and organising appropriate youth and community programmes

Liaising and working with parents, schools and other community groups/organisations

Preparing and distributing publicity materials and displays

Giving presentations

Establishing new youth services

Recruiting, training and supervising volunteers

Maintaining records

Promoting young people's interests

**Customer Services Assistant, Matalan August 2012 to September 2013**

Maintain outstanding store presentation and visual merchandising standards

Regularly updating and inputting stock onto the website

Recommended and displayed items that matched the customer's needs

Cash handling and till reconciliation

Stock taking