**Jake Davis**

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**Hindley, Wigan,**

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**Profile**

I have many good qualities that employers look for to be demonstrated in a workplace. I am a good communicator which is essential in most jobs and certain work places, I am also very responsible and can be trusted with anything that needs to be done. I am a very motivated worker and am also very trustworthy with whatever I am asked to do. I am a friendly person and will be able to get on with the other members in a team to form cohesion in a workplace. I am also a good listener and therefore I am able and open to listening to others ideas and taking them into consideration. I have a logical and enthusiastic way of being able to work which means I am able to carry out most tasks effectively.

**Achievements**

I am part of the Greater Manchester Police force as a Special Constable which means I have been volunteering to be a police officer, this shows commitment and motivation as this role isn’t paid and I am still willing to give up my own time in order to help people in my community. It has also benefited my personal skills, improving my communication skills and my ability to work under extreme pressure.

**Education and Training**

2007-2012

Standish Community High School,

Kenyon Road,

Standish,   
Wigan.

WN6 0NX

2012-2014

Wigan and Leigh College,

Parsons walk,

Wigan,

WN1 1RS

2014-Present

Liberty Roofing Services,

Unit 4 Kingfisher Court,

South Lancashire industrial estate,

Ashton in Makerfield,

Wigan,

WN4 9DW.

**Qualifications**

Biology- Grade A achieved

English Language- Grade B achieved

English Literature- Grade B achieved

Mathematics- Grade B achieved

Chemistry- Grade C achieved

Food technology- Grade C achieved

History- Grade C achieved

Physics- Grade C achieved

French- Grade D achieved

Religious studies- Grade D achieved

Level 3 extended diploma in uniformed public services

Level 2 diploma in business administration.

**Experience**

My position in Liberty Roofing has given me a number of skills and also a business administration qualification. It has also given me knowledge of a work environment as I had never experienced this before at a full time level. I am mainly in charge of ordering all of the stock for the yard, signing off purchases, estimating and also a lot of the general office admin. I also have to travel to site a lot to check quality of works and to check amounts of stock on site. This has improved my knowledge of the building industry and other trades as I see all kinds of work under construction. They have given me a lot of responsibility which has grown with the trust that they have of me. Estimating has given me a lot of skills that I never had before, over time I have improved with my knowledge of the industry. I also deal with a lot of numbers on the purchases that I have to sign off, this involves checking prices and orders and being able to pass them off so that they are paid, attention to detail is important for this as if something is wrong it has to be picked up otherwise payment could not be correct.

In March 2016 I joined the Special Constabulary for GMP, this has benefited me greatly giving me a new experience of many different things. I have had to improve my communication skills to be able to talk to anyone and in situations calm people down. I have also had to work under extreme pressure in certain situations, I have had to learn how to control myself and focus on completing a certain set of tasks to a high standard.

**Reference**

A reference can be obtained from Stephen Parr of Liberty Roofing North West Ltd.