

KAYLEY HODSON

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SUMMARY

I am a self-motivated person who likes to work hard and achieve excellent results. I am very confident in my skill set and love new challenges. I have always been very punctual and reliable when it comes to working and my studies. I'm also a very sociable person who enjoys working as part of a team.

EXPERIENCE

Business Administration Jan 2023 - Present
Thomas Consulting Ltd, Bucksaw Village Chorley

I enjoy my time working as a business administrator. It has given me the computer skills I need that I can carry throughout any job I am faced with. It allowed me to connect and form good relationships not only with my team but external stakeholders. This job role has enhanced my skills in organisation, communication and leadership. I am confident that I will be able to use these skills in future job roles.

Travel Consultant Apprentice Sep 2022 - Dec 2022
Hays Travel, Chorley

This job gave me an opportunity to grow and develop my skills in computer software and how to input data. It gave me an insight into selling and hitting personal targets. It gave me a taste of the variation of different challenges I face most days. This job has allowed me to improve all skills for any job and I believe I can use them in any job I am given.

Barista Sep 2021 - Sep 2022
Starbucks, Charnock Richard Chorley

I highly enjoyed my role as I was dealing with many types of people all day, which means not every day was the same. I thrive on the variation as some days can be more challenging and allow me to think on my feet. The job has also allowed me to improve my customer service skills, as I believe now I can diffuse any situation I face.

Hair Dresser Dec 2021 - Jun 2022
Eclipse Hair and Beauty , Chorley

Worked within a small close knit team of 5. I always went above and beyond to work to the best of my ability to provide the best service to all clients.

Key Responsibilities

- Professionalism
- Recommending and Selling
- Customer service
- Problem solving

EDUCATION

Level 3 Hairdressing Diploma Sep 2020 - Jul 2022
Wigan and Leigh College, Wigan

Achieved a Merit for Level 2 and 3 Hairdressing diploma

GCSE
Southlands High School, Chorley

Sep 2015 - Mar 2020

5 x GCSEs grade C or above, including Maths and English.

SKILLS

Great communication Customer Service Active listening Problem-solving Time Management
Interpersonal Skills Transferable Skills Highly organised

HOBBIES

- Socialising with Friends and Family
- Travelling and seeing the world
- Being active and going to the Gym
- Exploring outdoors

LANGUAGES

Fluent English

REFERENCES

Available on request.