

RESUME

Rhea-tara Burke

Email: rhea.88.burke@gmail.com **Contact Number:** 07596588800

Full UK Driving Licence

B70 Located

Introduction about the potential candidate

The experience gained in all the job roles over the years has helped me when dealing with people in customer service situations. Problem solving, team Building and NEW tasks working individually. Working with people from various cultural backgrounds, age groups and Professions, has given me the knowledge and confidence, increase my abilities when making professional decisions hence why the pursuit and completion of a Higher Education Qualification was and is necessary. Recruitment is something I have experience in, also, having the ability to commute and travel(own a vehicle) requires.

Year 1999 - 2004 - School: St Benedict (RC), Derby.

GCSE - GCSE Science A+, English A, Maths D, Art C, Drama A

Year: 2004 - 2006 - Level 2 certificate in Administration.

After leaving school, I trained for two years as an administrator at, '2 city Academy', in Birmingham City centre. My Job entailed reception duties: answering telephone, signing in students, input of database information, filing and sorting students details making sure the class curriculum was in order. This gave me skills, qualifications and experience that became part of my future abilities in my own businesses.

Year: 2006 - 2007 - Level 2 certificate in Hairdressing.

I trained at Handsworth college, Birmingham, as a hairdresser and subsequently owned and ran in my own business for two years.

Year: 2007 - 2007 - Style It Salon 'Style It' hair salon, Perry Barr, Birmingham, and also worked with private clients. Due to the high level of cost attached to running this business, I was unable to sustain its longevity but gained a tremendous amount of knowledge running a business and valuable experience.

Year 2009 -2010 - Certificate in Youth work and outreach work.

Working with young people in Birmingham, as a Trainee Outreach Youth Worker, for a Organisation called **Syconium youth project**, based in the Custard Factory, Digbeth, Birmingham. The project's outreach work encouraged youths to use various facilities available through Birmingham city council youth program. We went out on day trips during holiday term periods, and involved them in extracurricular activities such as boxing, athletic clubs and other projects. All this with the optimism to build confidence in

the young person plus school work and other problems they may have at school or at home.

Year: 2013 - 2014 - Level 2 -Cache - Teaching Assistant and Team Support worker:

I qualified as a teacher's Assistant at University College Central Birmingham. The course included six month work experience at Barford primary school, Winson Green, Birmingham, working with a class of twenty nine children aged between six and 7 years also SEN (Special Education Needs).

Year 2015 - July 2016 - Bar Staff

I moved from Birmingham to Manchester, and worked as a Bar caterer at Holts Melville Bar and catering facilities, Barton Road, Stretford, Manchester. I worked behind the bar as well as with functions.

Year: July 2016 - Aug 2017 Sales Advisor

I worked for the PPI Team at Marsland house, Marsland Rd, Brooklands, Manchester, advising potential clients on payment protection claims they may be owed to them.

Year: Sept 2017 - June 2018 Shop Supervisor

I worked at Select convenience store 'Bargain Booze', Derbyshire Lane, Stretford, Manchester. I worked as a supervisor, taking care of all merchandising and stock taking as well as working on the till, restocking shelves and helping other staff members where necessary.

Year: August - September 2018

Certificate: Level 1 - Contact Centre and Customer Advisory and Communication

I trained for two week on a (B2W) Back 2 work training program in Manchester, of which I achieved the above Certificate.

Year: January - November 2018 - Recruitment Sales Consultant

I worked for PMP Recruitments, Digital World, The Lowry, Salford, Manchester. My job entailed recruiting people for job interviews, amending application forms and booking candidates for interviews.

Year: 2020 - University of Wales Trinity Saint David -CERTHE Certificate in Higher Education SKWPCH-BM Skills for the Workplace - Level 4

Subject Currently Studying; Academic and Employability Skills, Effective Team Working and Communication, Digital Skills and Research Methods, Problem Solving and Decision Making, Personal Career Development and Managing Enterprise in the 21st Century. All these subjects and this course has given me a more clear and clarified insight into professionalism and knowledge at the working and business.

Summary

I am looking for a permanent career, I believe that i have a lot to offer and learn given the opportunity, also, can start work as soon as the Job requires.

Thank you for taking time to read my **Resume**.

References:

PMP Recruitment, Digital World, The Lowry, Salford Keys, Manchester

Lisa Hall

Manager

Tel: 0161 211 1313

Back to work training

The Cordant Group, 22 Oxford Court, M1 5EL

John Stock

Manager

Tel: 0161 641 3880