**Jane Smith**

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07000 000 000

Jane.smith@outlook.com

**Looking for a job in retail and available immediately**

An enthusiastic, friendly communicator with excellent customer service skills. Previous experience in restaurants and hospitality, but now looking for a full-time job in the retail sector. Flexible and hard-working, available for an immediate start. Access to own transport and able to work daytime, evening or weekend shifts as required.

**Key Skills**

* First class customer service skills
* Confident communicator
* Well presented
* Attention to detail
* Patient and approachable
* Reliable and hard-working
* Can use own initiative
* Driving License and Own Car

**Work Experience**

Jan – Mar 2020 **Waitress & Customer Service Assistant**

 John’s Coffee Shop, Cheadle

Aug – Dec 2019 **Kitchen Assistant**

 Bar 123, Hazel Grove

Apr – Aug 2019 **Front of House & Bar Staff**

 The Stockport Pub, Stockport

**Education**

2019 **NVQ Customer Service Level 2**

Stockport College

2017 7 **GCSEs**

 Stockport School

**About Me**

During coronavirus, I have been out of work and have used this time to take up a new hobby, learning yoga. I have completed online learning courses in customer service and digital skills. I have also helped to organize quizzes on Zoom to stay connected with my family and friends.