

CURRICULUM VITAE

James Nixon
3 Southdown Avenue
Dalton
DL50 3LH
Telephone 01333 444333

Personal Profile

I am a very enthusiastic person, who is keen to start a career in the retail industry. I have had some experience of working in a retail environment. This has helped me to deal confidently with customers, operate a till and deal with cash, cheques and credit cards. I am happy working alone or as part of a team.

Key Skills and Qualities

- Computer literate
 - Excellent interpersonal skills
 - Attention to detail
 - Willing to learn new skills
- Good organisation and coordinating skills
Literate and numerate
Problem solver
Responsible and reliable

Education

Date: Sept 1997 – June 2001

School/college: Riverside School, Dalton

Qualifications:	GCSE English Language –	C
	GCSE Maths –	C
	GCSE Science Double Award –	D
	GCSE Business Studies –	B
	GCSE French –	D
	GCSE Design and Technology –	C

Work Experience

May 1998 – present

Sales Assistant, Dalton's Stores, Dalton

Saturday job helping with checking stock, assisting, customers, using the till.

June 2000

Sea View Hotel, Dalton

One week work experience from school, working on reception, answering the telephone, typing letters and booking rooms.

Additional Information

Member of school council

Organised school fund raising event

Attended Dalton youth group and took part in activities and trips

References

Mrs A Brown

Head of Year

Riverside School

Dalton

DL40 9RJ