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| Cenk Jeffery |  |
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Date of Birth: 16/3/1996

Nationality: English

**Education:**

2017-Present: Anglia Ruskin University

2012-2015t: Wymondham High sixth form

2007-2012: Wymondham High School

2004-2007: Morley C of E VA Primary School

**Personal Statement**

* determined
* independent
* diplomatic
* logical
* conscientious
* enthusiastic

I have taken a qualification in school which was called a pastoral mentor, and basically after I passed this qualification I was assign a child or more inside of my school, to go and talk to, so that they had someone to speak to which wasn't a teacher, but a student like them. This would sometimes be once a week to 3 times a week, and anything that was said to be from that child would stay with me unless it was serious. This shows I have commitment. I also play for my local adult football team, so I believe I have the team player skills, which are very important for working in a team. Also, I have the desire to keep on learning and improving, so my quality of work, will always meet the levels of which are needed to be successful, but they will not stay at that level, they will always be made higher, till my work is complete perfection, which is needed inside of a business. I have also worked for a day at cleaning up Norfolk showground, after Sundown Festival. I had to work in a team to complete the tidy up by a set time.

I use to volunteer at my local football club for the under 13's boys football team. I currently work at McDonalds as a shift manager; I have been fully trained on how to run the shift or the store depending on number of managers in. As well as my typical manager duties, I have been given extra responsibility of being the planned daily maintenance manager in which I make sure all the equipment in the store is working correctly and that the equipment was calibrated correctly each week, fortnightly, monthly or quarterly depending on the equipment. Due to my performance of being the planned daily maintenance manager, I have been given a bigger role/responsibility within the store, which is the inventory manager. This role includes the ordering of stock, checking stock levels, accounting for waste and checking up food items we are missing or losing money on, so that I can make an action plan to tackle these food costs. The main outcome of the role is to lower food costs for the store.

**Qualifications gained:**

Enterprise and cultural studies- GCSE- B grade

I.C.T.-GCSE- A Grade

I.C.T.2-GCSE- B Grade

I.C.T Diploma- C Grade\*5

Math’s- GCSE- B Grade

Science-GCSE- C Grade

Additional Science-GCSE- B Grade

English Language- GCSE- B Grade

English Literature-GCSE- C Grade

German- GCSE- D Grade

Business Studies- A level- B Grade

Government & Politics – A level- D grade

Sport Studies- As level- D grade

**Extra qualifications:**

Pastoral Mentor

Level 1&2 Football Coaching Badge

Level 3 first aider

Objectives

I am currently attending Anglia Ruskin University at the Cambridge campus, I am studying International Business Management. My aim is to gain a first degree. After I complete my degree I would like to start a career in project management.

**Interests:**

I have interests in a range of sports. The main sports I play are football and American football. I use to volunteer at a local football club and help coach the team; I did this for 3 years. I currently play American football for my university team in which I have been named a position captain. As well as my interest of sport, I have an interest of organizing events which I started to do once I was appointed social captain for my universities American football team. I arranged team meals, awards, nights out and charity events. I also have an interest in the busy and constantly changing and challenging business environment, which I have furthered by studying this at Anglia Ruskin university.

I have become the social captain of my universities American football team, in which I would organize team events throughout the year.

I have now moved on to become the vice president of the same team. Which gives me a lot more responsibility on how the society is run this upcoming year.

Work History:

Marks&Spencers: Customer Assistant June 2015- September 2015

River Island Sales advisor November 2016- February 2017

McDonalds: Crew member November 2013- May 2015

Crew Trainer: May 2015 – September 2016

Shift Manager: September 2016- Present

**Job role as shift manager:**

My role as a shift manager gives me a lot of responsibilities within the store. These responsibilities include:

* Looked after the operational, and managerial duties, and functions
* Supervised the work of other staff members, and organized the stocks, and other important equipment
* Looked after the company policies, and procedures, and ensured high standards of customer service
* Supervised the cooking zone, maintained the hygiene of the restaurant for health and safety regulations
* Always look for opportunities for corrective coaching, to improve the operation of the store.
* Maintain cash procedures throughout the store. This includes cashing up.

I also have extra responsibilities that my store manager has given me to be in charge of. I have 2 extra responsibility. The first one is that I am the product equipment manager, in which I must ensure I maintain the products and equipment so that they function correctly and to health and safety regulations. In which I have the document each equipment which constant updates throughout each month.

The second extra responsibility I have been given is the inventory manager. This role includes looking after stock level and putting in procedures to lower the cost of waste throughout the store, in which I update the store weekly on what products or food items we are going to be focusing on to ensure we lower the waste cost of that item. I also have to check that food counts are being done correctly by managers so that inventory counts can be accurate as possible so that deliveries are also as accurate as possible.

References:

Mr. Ryan Richards,

Assistant manager at Dereham McDonalds

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ryan\_thomas16@hotmail.co.uk

Mr. Steven Brown,

Store Manager at Longwater McDonalds

Contact Details:

Steven\_brown\_uk@hotmail.com