

# FULL NAME

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Address, Town, County, Post Code • Phone Number • Email Address

## Professional summary

Entry level student looking for more experience working in a professional environment. Characteristically and due to my mental disabilities, I am quiet and shy, but can think through problems logically. I am lacking in experience and training, but I am an adaptive person, and can get adjusted to routine very quickly.

## Skills

- Active listener
- Computer literate
- Familiar in risk management and assessment
- Initiative-taker
- Reliable helping hand
- Routine oriented

## Work history

**General assistant, 07/2018 to 08/2018**

**Work location** – Town, County

- Worked as an assistant for my brother in law.
- Helping while he does his job, renovating canal boats, by painting certain parts of the boats and cleaning up after him when he didn't have the time to do it himself.
- He paid me £20 a day for a 3-hour workday (9am - 12 pm), so I was being paid around £6 per hour
- This position ended because my brother in law had no more work for me.

**Customer assistant, 03/2017 to 05/2017**

**Charity shop** – Town, County

- Much of my time was spent restoring stock such as clothes, books and DVDs with occasional time on the shop floor serving customers.
- The work was voluntary, working from 9am to 12pm
- This position ended to focus on revision for my GCSE exams.

## Education history

**GCSE: 2017**

**Secondary School** - Town

GCSE English Language - Grade 3

(Now Grade 5 since 2018 after retaking the exam at Wiltshire College in the Lackham Campus)

GCSE Mathematics - Grade 4

GCSE Science - C

GCSE Religious Studies - B

**Level 1/2 Certificate in Preparation for Working Life: 2017**

**Secondary School** - Town

Preparation for Working Life was a course I applied for during the latter half of Secondary School, which covers aspects of careers, health, personal safety, employment opportunities, applying for jobs and personal finance.

Preparation for Working Life is where I learned skills such as how and where to find employment opportunities, how to apply for jobs and courses, and how to prepare for an interview.

This course also allowed me to

- Gain a knowledge of finance, enterprises, working practices and how businesses are organised and run

- Gain employability skills, such as the ability to problem-solve, to communicate effectively and to work well in a team
- Gain a suitable foundation for further study in related subjects such as Citizenship and areas of Sociology and Business Studies.

### **Certificate in IT Application Skills (QCF): 2017**

#### **Secondary School – Town**

This qualification was a mandatory subject in my secondary school in year 11. This qualification is designed for young people who are looking to gain knowledge and skills of IT software applications (Such as Microsoft Word, PowerPoint and Excel to progress their learning in IT, or any subject where basic IT skills are required.

Completing this qualification has improved my understanding of these IT applications and has taught me how to use the software efficiently. It has also taught me how to use a computer confidently and effectively, and encouraged problem-solving, creativity and communication.

### **C&G Level 2 Technical Certificate in Animal Care: Animal care, 2018**

#### **College - Town**

As part of this course, I gained 150 hours of industry work experience in the animal sector to suit career goals.

During this course, I learned about:

- Health & Safety
- Work Experience
- Animal Feeding
- Animal Health and Welfare
- Behaviour and Handling
- Animal Biology
- British Wildlife
- Caring for Zoo Animals

### **RSL Level 3 Music Production, Performance and Management: Music, Current year**

#### **College - Town**

The level 3 qualification includes more specialised skills from several vocational areas, such as,

- The technical specifications of recording equipment
- Studio recording
- Mixing and mastering
- Software editing techniques
- Production techniques (sampling and sequencing)
- Performance skills
- Software programming
- Composition
- Live sound engineering
- Events management

### **Personal Information**

I have two mental conditions.

Asperger's syndrome, which provides difficulty in social interactions and nonverbal communication and restricted to repetitive patterns and routine. It provides an advantage due to having a better long-term memory and having a strong work ethic due to me committing to routine.

I also have GAD (General Anxiety Disorder) that causes me to feel anxious about a wide range of situations and issues, rather than one specific event. I feel anxious most days and often struggle to remember the last time they felt relaxed.

Main causes of my anxiety include:

- Overactivity in areas of the brain involved in emotions and behaviour, if there are multiple things happening at once, or a loud noise is triggered without warning, that seriously affects me.
- An imbalance of the brain chemicals serotonin and noradrenaline, which are involved in the control and regulation of mood, some days I will just feel anxious for little outside reason.
- As soon as one anxious thought is resolved, another may appear about a different issue.

GAD can cause both psychological (mental) and physical symptoms.

These vary from person to person, but can include:

- feeling restless or worried
- having trouble concentrating or sleeping
- dizziness or heart palpitations

Hobbies include:

- Authoring miscellaneous novels and short stories for myself and for posting online
- Reading online novels and short stories that others have posted
- Playing the drums by myself and for my music production course in college with close to one year of experience
- Playing various video games at my leisure.