

Example Part Time CV with Some Work Experience

Chris Grey

10 Central Place, Portsmouth, Hampshire PO7 3DX
Email: chris.grey@gmail.com Mobile: 07777 111 222

Education and Qualifications

University of Portsmouth

BA (Hons) English, 2019 - 2022

Portsmouth Grammar School, 2012-2019

- A Levels: English (B), Psychology (C) and Religious Education (C)
- 9 GCSEs 1A, 4Bs and 4Cs including Mathematics and English

Employment Experience

Wilkinsons, Portsmouth

Retail Assistant, Mar 19 - Present

- Worked as part of a team to receive early morning deliveries, maintain warehouse standards and provide outstanding customer service.
- Constantly under pressure to finish my tasks before the deadline every shift.
- Developed excellent communication and customer liaison skills.
- Shown initiative and teamwork skills by supporting other team members with their tasks after finishing my own.

TK Maxx, Portsmouth

Customer Services Assistant, Dec 18 – Dec 18

- Encouraged colleagues to reach work targets collectively creating team spirit.
- Being professional and tidied up the shop floor and maintained stock in pristine condition.
- Dealt with telephone calls and queries from other stores such as searching for coded items in order to price them.
- Developed problem solving skills through dealing with angry customers in a professional manner, quickly resolving situations using my own initiative.

Voluntary Work Experience

Malik Solicitors, Portsmouth

Volunteer, Jun 17 - Jul 17

- Carried out a range of clerical duties such as photocopying and filing hence familiar with basic office equipment.

RSPCA, Stubbington

Volunteer, May 16 – Jun 16

- Worked as part of a very small team from a variety of social backgrounds to run an RSPCA charity shop in Portsmouth city centre.
- Proficient user of Microsoft Office programs including Word, Excel and PowerPoint, used to enter data and produce reports
- Supported the manager by unloading deliveries and using practical skills to display goods for resale.

Languages

- Languages - French (basic) and Urdu (fluent native speaker).

Interests

- Developed teamwork through playing for the netball society and taking an active role in the club.
- Enjoy reading books on psychology and autobiographies

Referees Available On Request