

Personal statement

Experienced conscientious and attention to detail in varied organisations. Proven to adapt to new databases and environments quickly. I have a methodical and proactive attitude and a willingness to learn new key skills. A valued team player within all of my roles yet equally enjoy given tasks to complete on my own, I am a self-starter and work to strict deadlines so therefore I am able to prioritise my work load efficiently.

Work Experience

Property Services Inspector

02/2008 - Present

Responsibilities & Achievements

To work with and support Property Managers, to carry site inspections to new Condition Survey & PPM Schedule, and liaising with Property Managers accordingly. The first point of contact for all building maintenance queries for units. Core Competencies

- Methodical with a good eye to detail
- Able to solve problems and provide practical solutions
- Organisation and administration
- Prioritising workloads meeting deadlines
- Excellent time keeping
- An effective team player
- Self-motivation Qualifications and specialist knowledge
- Codes of practice endorsed by ARMA and RICS
- Health & Safety Regulation
- Fire Risk Assessments.

I am AIRPM qualified and working toward being MIRPM.

Team Leader

06/2005 - 02/2008

Responsibilities & Achievements

During my time there I was training to become a manager being shown how to manage staff, time keeping, and being a Team Leader of the department..

Shop Assistant, Key holder, Assistant Manager

03/1997 - 06/2005

Responsibilities & Achievements

Over the time, I work my way up the ladder along the way I have been trained in stock ordering, accounting, and management, HR, & Stocktaking. Before leaving, i was part of the management team running a food store.

Qualifications

City & Guilds

2018 - 2018

GCSEs:

- City & Guilds English Level 1 - 1
- Mathematics Level 1

City & Guilds Level 2 Diploma in Customer Service in Customer Service YMCA Training

2018 - 2018

City & Guilds Level 2 Diploma in Customer Service in Customer Service YMCA Training (*City & Guilds Level 2 Diploma*)

EDI Level 2 NVQ in Business and Administration in Business and Administration City and Guilds - Business and Administration

2015 - 2015

EDI Level 2 NVQ in Business and Administration in Business and Administration City and Guilds - Business and Administration (*EDI Level 2 NVQ*)

IRPM Foundation Exam in IRPM Foundation Exam IRPM

2016 - 2016

IRPM Foundation Exam in IRPM Foundation Exam IRPM (*IRPM Foundation Exam in IRPM Foundation Exam IRPM*)

IRPM Associate Exam in IRPM Associate Exam

2018 - 2018

IRPM Associate Exam in IRPM Associate Exam (*IRPM Associate Exam in IRPM Associate Exam*)

IOSH Managing Safely

2012 - 2012

IOSH Managing Safely (*IOSH Managing Safely*)