Jack Smith

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Personal Profile

A hardworking, committed and confident secondary school pupil with strong interpersonal and timekeeping skills currently seeking employment in the hospitality sector. With hospitality and volunteering experience and excellent communication, timekeeping and organisational skills.

Experience

November 2019 – January 2020

Waiter

Glasgow Bistro

Responsibilities included welcoming customers and taking orders, communicating with kitchen and bar staff, advising customers on food and beverage choices, cash handling and ensuring the restaurant was kept clean and tidy. Helped to develop skills in customer service, upselling and teamwork.

September 2018

Work Placement

Paisley Accountants Ltd

One week work experience placement. Shadowed accountants and administrative staff working on a range of projects, observed meetings with clients, assisted with administrative tasks and helped create client reports.

Education

2015 – present

Glasgow High School

Achieved 5 Highers including English, French and Mathematics. Current subjects include Advanced Higher French, Higher Geography and Higher Chemistry.

2008-2015

Glasgow Primary School

Voluntary Work

2017 - present

Football Coach

Glasgow Sports Club

Football coach for the under 12s football team within a local sports club. Responsibilities include assisting with training and practice sessions, organising football games and assisting with the maintenance of equipment and facilities. Has developed skills in leadership, adaptability and relationship building.

Skills and Qualities

- Able to work to deadlines
- Strong attention to detail
- Leadership skills
- Commercial awareness

Achievements

Emergency First Aid Qualification

Participated in and completed an Emergency First Aid course in 2019 and was awarded a First Aid Qualification. This was issued by Glasgow First Aid Training Ltd and is valid until 2022.

Miscellaneous

Head Pupil

This year I was elected as Head Pupil at school after making a speech to the senior pupils and participating in an interview. My role involves chairing pupil council meetings, helping to organise pupil events, offering tours of the school to visitors and participating in a weekly meeting with the Head Teacher to present the views of other pupils. Has helped develop skills in public speaking, administration and problem solving.

Interests

- Sport and Fitness
- Computing
- Volunteering in the local community

References

References are available on request.