

## About

Reliable and detail-orientated professional with three years of experience in customer service and school volunteering roles. Skilled in following procedures, supporting groups, and maintaining accuracy in busy environments. Seeking an exam invigilator position to contribute to the smooth delivery of examinations while applying strong organisational and communication skills. Available for seasonal and part-time examination periods. Flexible to work mornings and afternoons during exam seasons.

## Skills

Exam supervision  
Candidate registration  
Record keeping  
Administrative support  
Safeguarding awareness  
Microsoft Office

## Certificates

- Enhanced DBS Certificate (2026)
- Safeguarding and Child Protection Training (2025)
- Emergency First Aid at Work (Level 3) (2025)

## Work experience

### Customer Service Assistant

**Tesco**  
2024 - Present  
Manchester

Developed strong communication, organisation, and problem-solving skills while providing professional customer service in a busy retail environment.

- Assisted over 150 customers daily while resolving queries efficiently and professionally.
- Processed cash and card transactions accurately, consistently balancing tills at the end of each shift.
- Followed company procedures for handling confidential customer information and security checks.

### Volunteer Classroom Assistant

**Greenfield Secondary School**  
2021 - 2022  
Manchester

Supported teaching staff with classroom supervision and administrative tasks in a structured school environment. Assisted with preparing classrooms and learning resources to support daily lessons.

- Supervised small groups of pupils during classroom activities while promoting positive behaviour.
- Followed safeguarding procedures and supported staff with maintaining a safe learning environment.

## Education

**A Levels**  
**Greenfield Sixth Form College**  
2022  
Manchester

- English Language (B)
- Sociology (B)
- Psychology (C)