

James Jackson

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Education	Date	Institution	Qualification		
	Sept '03 -	Leeds	BA (Hons) Second Class Degree		
	July '06	Metropolitan University	Moving Image Production		
	Sept '01 -	City College	BTEC National Diploma Merit Pass		
	July '03	Norwich	Media Studies		
	Sept '98 -	Sir John	GCSE	Drama	A*
	July '01	Lemon High School		Eng Lang	B
		Beccles		Eng Lit	B
				Maths	C
				Science (double)	B
				Geography	B
				French	C
				Home Economics	D
				Religious Education	D
Employment	June '07 to Sept '07	Coors Brewers -Leeds, <i>Customer Service Rep</i>	<ul style="list-style-type: none">Working in an office environment, dealing with customers over the phone and general client administration.		
	Sept '06 to June '07	Pertemps -Leeds, <i>Office Temp</i>	<ul style="list-style-type: none">Working for various clients on a temporary basis, predominately administrative roles.		
	Sept '04 to Sept '07	Leeds Met Student Union , <i>Bar Tender</i>	<ul style="list-style-type: none">Ensuring the safe consumption of alcohol. Cash handling, stock rotation, cleaning, setting up the bar and vending tickets.		
	Jan '05 to Sept '05	Guilds Catering Agency -Leeds, <i>Temp staff</i>	<ul style="list-style-type: none">Various positions undertaken for events across the north of England. These include; silver service as well as general waiting on, bar work and basic food preparation.		
	Jan '04 to June '04	Mc Donalds -Leeds, <i>Team Member</i>	<ul style="list-style-type: none">Duties included: cash handling, food preparation and cleaning, with a core emphasis on teamwork.		
Other Skills			<ul style="list-style-type: none">Full clean UK Driving LicenceI am competent with most Microsoft Software Programmes such as Word and Excel and am a fast learner.Vast experience in customer service roles.		
Interests			<ul style="list-style-type: none">Swimming, surfing, travel, socialising.		
References			Available upon request.		