**Jake McClinton**

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**![C:\Documents and Settings\Julie\Local Settings\Temporary Internet Files\Content.IE5\7W5VPUOJ\J.McClintonphoto[1].jpg]()**

**Personal skills**

- Well-organized enthusiastic individual who is easily motivated.
- Excellent customer care skills.
- Flexible and versatile to a changing environment.
- Can work equally well either as a team or an individual.

**Education**

Sept 2009 **Manchester Metropolitan University**

To Manchester

June 2012 B.A (Hons) Philosophy with International Politics

 Degree classification: 2 .1

Sept 2006 **Morecambe High Sixth Form**

To Morecambe

July 2008 A-Level

Sept 2001 **Morecambe Community High School**

To Morecambe

July 2006 GCSE

**Employment History**

August 2012 **Customer Services / Sales**

To HYC Ltd.

November 2012 Manchester, City Centre

Responsibilities included conducting warm and cold calling, data entry and basic computer skills. Strong verbal communication and telephone manner, the ability to listen closely to customers’ needs in order to work towards a high level of customer satisfaction, maintaining the company’s high standard of professionalism at all times.

June 2012 **Claims assessor**

To The Claims Guys

July 2012 Greater Manchester

Responsibilities included conducting warm and cold calling, complaint/rejection handling,theability to generate and work from independent leads while converting prospective clients into customers.

March 2006 **Assistant Manager/Cook**

To The Conservatory Cafe

Dec 2009 Morecambe

Responsibilities included cooking throughout the day, ability to maintain high hygienic standards, and general management of the café.