

Speight, Adam

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Key Skills

- ☞ Excellent Customer Care Skills
- ☞ Honest & Reliable
- ☞ Excellent Time Keeper
- ☞ Keen Eye for Detail

Personal Statement

I consider myself to be a hardworking, reliable and trustworthy individual. I have vast experience of working with public and interact well with people at all levels and backgrounds. I am able to use my own initiative, making timely decisions where necessary as well as part of a team. I always give 100% in all tasks undertaken and feel my skills and experience would be a great asset to your company.

Education & Qualifications

Sheffield College		2005–2007
FdSc	Applied Computing	
Access	Computing	Pass
MOS	Excel Core	Pass
Barnsley College		1991–1995
A – Level	Mathematics	
GCSE	English	B
	Mathematics	C
	Electronics	C
	Science	D
City & Guilds	PC Maintenance	Pass
Worsborough High		1991-1995
Misc.		
eSafety	Guidance for Practitioners Working with Children	Pass
Microsoft Learning	(5419) Getting Started with Microsoft Word 2007	Pass
	(5420) Editing and Proofreading Document in Word 2007	Pass
	(5421) Formatting Documents in Microsoft Word 2007	Pass
	(5437) Getting Started with Microsoft Outlook® 2007	Pass
	(5438) Working with E-Mail Messages in Outlook 2007	Pass
	(6081) Windows Vista Essentials	Pass

Personal Profile

In my free time, I am a Mentor on an online Programming Forum (www.DreamInCode.Net) where professional programmers and students of Computer Science courses, can discuss programming topics, and obtain assistance. I original joined the community to find help with a problem, which I found, like the atmosphere I stayed and offered my services.

When not at the computer I enjoy taking long walks in the countryside, especially the hills and moors of Derbyshire and Staffordshire moorlands. I have a passion for theme parks and roller coasters, one in particular Alton Towers, holds my interest more than the rest. Not only do I enjoy the experience of the park and it attractions, but also its history and architecture. It is goal of mine to be employed by them.

I enjoy listen music, and where permitted attend gigs, to experience the band's music live. There's nothing to beat an intimate gig in a small venue. When they are playing I go and support my friends who play in bands.

Employment History

Work Experience

Barnsley Connects

Jun 2010 - Sep 2010 (30 Day Period)

Barnsley Connects provides frontline services on behalf of other offices of Barnsley Council, for example Call Centre for repairs, Gas, Rent & Council Tax Payments, various, Licences and has in house advisors available for in depth enquiries. I have experienced what it is like to work in various different work environments (Call Centre, Advisors, Reception and Office).

During my time there I created various spreadsheets to assist them in their operations. One task in particular was an audit of giftware, I counted all the stock, recorded it and compared it to last known levels. The audit had to conduct to comply with regulatory requirements. Also whilst attending I have had access to (and done) various online training courses.

Sales Assistant

Shell Barnsley

Sep 2008 – Dec 2008, Sep 2000 – Aug 2007

My role of Sales Assistant involved me checking my till at the start of the shift, doing regular safe drops (to comply with insurance requirements), prepare till for the following shift. At the end of the shift the till contents were cashed up, and any discrepancies accounted for, then shift-sheet was signed. On some occasions I also do the banking for the site, recording the details on to the computer system.

Also I regularly attained high scores from the mystery shopper, who assessed and evaluated the petrol station on appearance (both site & staff), available of stock, product and promotional knowledge. Due to the nature of some of the substance store at the site, some highly flammable (or even explosive), I took Health & Safety seriously. This sometime required communicating to information to member of the public, verbally or via the PA System, to comply with Laws and Regulations.

Programmer

ABI Technologies Ltd

Sep 2007 – Feb 2008

I provided technical support for ABI Electronics Ltd's (sister company) hardware and software products. Also I researched and help to develop a new framework, so their future products were compatible with Microsoft's latest Operating System (Vista). Occasionally I had to diagnose and fix bugs in the software this involved a lot of meticulous testing and evaluation of a solution to the issue. Once found this patch was packaged into a update.

Bar Support Supervisor

Club WoW!

Sep 1999 – Sep 2000

My role of Bar Support Supervisor required me to assist and help up to five bars and their respective Bar Support staff, maintain the flow of fresh clean glasses to the bar. Also ensure that bar is replenished with new stock of bottles when levels are low. It also involve the collection of empty glasses and bottles, from the public areas of the bar, any breakages are promptly swept up and disposed. I provided cover for the toilet cleaners when they weren't present.

Glass Collector

Yates's Wine Lodges

Sep 1997 – Sep 1999

My role a Glass Collector was to provide the bar with fresh clean glasses and replenish the fridges with new bottles, when levels were low. To provide this service I developed via strategies to cope with different crowd densities, my efforts were recognised by the other bar staff. We had mutual respect for our different roles, if I was struggling with the collection, they assisted. I repaid this by restocking the bar, when I was quiet. This teamwork enable us to be the best Lodge in the UK several months running.

Visual Inspection

Mion Electronics Plc

Aug 97 - Sep 99

My duty was to visually inspect mobile phone circuit boards for problems, after they had processed through the pick & place and re-flow soldering machine. Checking for missing components, misaligned components and bad solder joints. Next station after mine was Quality Assurance.