

THOMAS MOORE

PRODUCTION MANAGEMENT AND CUSTOMER CARE

Address

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Contact

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ABOUT ME

I am a well-mannered, articulate and hard working customer care advisor who has great knowledge in computing. I'm able to produce a professional standard of service to customers and a extremely strong team player with good knowledge of customer care as a function within a business. Experienced within the design and function of e commerce business and the customer care surrounding it.



WORK EXPERIENCE

BENDART LTD & POLARGRAM LTD

Customer care and Production, 2014 - 2016

I started working at Bendart Ltd after going part time throughout the second year of attending college.; Primarily working in Customer Care, processing orders and ensuring clients are satisfied by the provided services. I also manage Production for Bendart's sister company Polargram, ensuring products are in correct production and being dispatched accordingly.

WILDLIFE HABITAT PORT DOUGLAS

Wildlife Volunteer, Mar - Apr 2016

Animals are a passion of mine! I volunteered at the Zoo aiding native species to live in a captive environment, maintaining habitats and ensuring a high standard of life to each animal I was tasked at keeping.

WASTELAND SKI LTD

Representative, 2014 - 2015 Season

I worked as a Representative in Val Thorens, France, over the period of a season, aiding all interactions with clients throughout their stay in resort. Roles include organising events such as club nights and communicating with other team members to ensure the clients are satisfied to the greatest extent.

CHAMBER'S BUTCHERS LTD

Butchers Assistant, 2010 - 2013

I started working at my local butchers shop when I started High School, duties included maintaining a strict hygiene standard, maintaining stock levels and serving customers.



EDUCATION

THE UNIVERSITY OF LINCOLN

Lincoln, Lincolnshire, 2016 - present

BSc Computer Science

LOWESTOFT SIXTH FORM COLLEGE

Lowestoft, Suffolk, 2013 - 2015

A Level - Information Technology

A* A* A*

SIR JOHN LEMAN HIGH SCHOOL

Beccles, Suffolk, 2010 - 2013

GCSE - English
Science
Maths
ICT
Art
Media

B
B
B
A
B
B



PERSONAL SKILLS

Social Commitment	●	●	●	●	●	●	●	●	○
Organisation	●	●	●	●	●	●	●	●	○
Creativity	●	●	●	●	●	●	●	○	○
Communication	●	●	●	●	●	●	●	●	●
Teamwork	●	●	●	●	●	●	●	●	●



IT SKILLS

Adobe Photoshop	●	●	●	●	●	●	●	○	○
Adobe Illustrator	●	●	●	●	●	●	●	○	○
HTML&CSS	●	●	●	●	●	○	○	○	○
Word Press	●	●	●	●	●	○	○	○	○



LANGUAGES

English	●	●	●	●	●	●	●	●	●
French	●	●	●	●	○	○	○	○	○



RECOMENDATIONS

"Thomas works well in our fast paced, time critical production team. He can prioritise work effectively to meet the deadline whilst achieving quality standards. Tom cares about his work and is a credit to our company."

Aaron Hodges (Polargram Co Founder)

"Throughout Tom's time with us he proved to be hard working, diligent in undertaking tasks, and he ensured his involvement with all the day to day requirements. Tom's willingness to participate and learn made him a valuable addition to our staff. We would welcome him back at any time."

Sybella Salter (Assistant Manager, Wildlife Habitat)

"Tom proved to be a valuable part of the staff and I found him a hard worker. Tom always looked for additional jobs to do to help out and always got on with staff and customers. Tom was clean and tidy in his appearance and coped well under pressure when asked to take on a demanding task. I would have no hesitation in taking Tom on as a full time employee if the opportunity came about."

Richard Rose (Shop Manager, Chambers Butchers)



HOBBIES AND ACTIVITIES



Bicycle riding



Coding



Photography



Travelling



CONTACT DETAILS

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