**Thomas See**

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**PERSONAL STATEMENT**

I’m a friendly, dedicated individual, who is willing to work hard and is respectful to others and most importantly, I see myself as a very reliable, honest and a trustworthy person. I can take direction and orders as well as taking instruction on anything else that is required. I am able and want to learn new skills and make new experiences.

**KEY SKILLS AND QUALITIES**

* Excellent IT skills - Proficient in Microsoft Office
* Good organisation
* Excellent time keeping and punctual.
* Hard working and motivated
* Excellent money management
* Logical thinker

**WORK AND TRAINING**

The Entertainer Warehouse - Warehouse operative 2018-2019

I worked in the entertainer warehouse part time where my duties included:

* Picking and packing the correct orders both for home delivery and click and collect customers
* Organised part of the team to do other tasks
* Ensure the warehouse was kept clean and tidy
* Inventory management - checking stock
* Helping Marketing Department.

Dog Walker

I also volunteer on a regular basis to walk dogs belonging to teachers at school, as well as looking after and walking family members dogs.

**EDUCATION**

Stonydean School 2014 - 2021

OCR Cambridge National in ICT - M2 (equivalent to level 6 GCSE)

Functional skills - English and Maths Level 2 - 2018/2019

GCSE - English Language (level 3) - 2019

Arts Award Bronze - 2019

BTEC Level 1&2 in 13 subjects including work skills and PSD

**PERSONAL DETAILS AND INTERESTS**

My main interests are computers and programming. These interests have enabled me to learn skills to build my own computer which I was dedicated enough to teach myself to do. I am also an animal lover, in particular dogs, and would love to own my own, which one day, I plan to do. I love music, films and do try and get to the cinema and live music events as often as I can. I am currently enjoying learning about electrical engineering and soldering.

Although I have been diagnosed with high functioning autism, which inhibits my social interaction, I can take positives from this as it ensure I am I am truly dedicated in everything I do, whether that be personal or related to work and this gives employers the safe knowledge that I will work hard and easily take direction and instructions and ensure all tasks are followed through until the end with a high level of precision.

References available on request