

BuryEST

Employment Support and Training

Hi, my name is Nathan, and I am looking for an admin work placement/part time paid employment within Bury Council.

I am reliable, hardworking, conscientious, very well-presented and can work well in a team and on my own.

I am very proficient in IT and with Microsoft Office packages i.e., Word, Excel, PowerPoint, Publisher etc. My work is always of a very accurate and high standard. I am currently studying for my ECDL Level 3.

I have undertaken a number of work placements with various employers where I have gained valuable experience in administrative duties i.e. data input, photocopying, laminating, compiling information packs, filing etc. I have successfully completed admin work experiences with Pennine Care NHS Foundation Trust and with Communic8te, Bury where I also volunteered after completing my work placement.

I enjoy keeping fit and am a member of a local gym. I can play the piano and play the drums in a local band.

Nathan