

# Paul Stevens

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## **Professional Profile**

I am a hardworking, focused and diligent Level 3 ICT student currently coming to the final stages of my qualification and I am now eager to secure an apprenticeship that will enable me to kick-start my career.

Throughout my studies I have dedicated my time to a range of commitments, work experience and extracurricular activity. I believe I have proved myself to be a dedicated and engaging student throughout the course of my studies that have now prepared me to pursue a career within my chosen field.

## **Education & Qualifications**

### **BTEC Level 3 ICT (Predicted Triple Distinction \*)**

#### **Blackpool Sixth Form College | 2019-2021**

- Awarded several awards for impressive academic performance throughout the course of my studies which will enable me to achieve a Triple Distinction\*
- Dedicated additional time outside of my studies to play for the college football and hockey teams.

### **8 GCSEs Including English (5), Mathematics (6)**

#### **Blackpool High School | 2017-2019**

- Successfully completed the Gold Duke of Edinburgh award which required considerable dedication to manage this commitment alongside my GCSEs.
- I was a proud winner of a number of Head Teacher awards for my commitment to the wider life of the school and my voluntary work outside of school.

## **Extracurricular Activities**

#### **Blackpool High School | 2017-2019**

- I am a regular and committed member of a range of voluntary activities outside of the school, including volunteering with the local charity shop and animal welfare organization.
- Selected to represent the school at county level for both my cricket and hockey sporting performance.

## **Work Experience**

### **Zurich Insurance (IT Department)**

#### **Placement Student | June - August 2020**

During the first year of my BTEC IT course I secured a three month work placement at a leading insurance company within the IT department in order to gain an insight into the working practices within the department. This was a highly positive experience and utilising my knowledge and I was able to be involved in resolving a number of first-line technical support issues, where I was involved in logging issues onto the centralised database, screening for issues and escalating to the relevant technician.

## **Key Achievements**

- Advanced my understanding by working in a busy IT department and involved in a detailed review of the IT intranet site and I was made responsible for updating key information that was outdated by 5+ years.
- Received an overall distinction from my visiting college tutor and the Head of the IT department for my professional conduct.

## **Blackpool High School | Placement Student | May 2017**

As part of my work experience, I secured a 2-week placement within my school, which was my first opportunity to work within an IT department. During this time, I supported Teachers set up laptops, screens and projectors prior to lessons and I was involved in a mass clear out of the internal database and disk drive.

## **Key Achievements**

- Proved myself to be highly logical with exceptional problem-solving skills to respond to a number of technical issues.

## **Employment**

### **Customer Assistant**

#### **Tesco | December 2017 - Present**

Whilst I was a full-time student, I secured a part-time position in my local Tesco store. This role has been highly valuable to me as it has taught me the importance of customer service, teamwork and dedication within a fast-paced environment.

- Successfully awarded a number of medals for my commitment to customer service and going above and beyond customer expectations.
- Trained other team members and new starters during the introduction of the new IT system due to my ability to quickly learn and apply new IT systems.

## **Hobbies & Interests**

- Fitness and wellbeing are really important interest and hobbies for me, I currently dedicate many hours to working out at my local leisure centre.
- Coding is my true passion, so I spend a lot of time sharpening my skills. I have self-taught many computing languages, including Javascript, Python, C++ and Java.
- I have helped many friends and family to create and manage their own business websites using the Wordpress and Generatepress platform, including security, SEO and custom design.

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