# Paul Stevens

59, High Crescent, Mapperley, Nottingham NG5 2DY | Tel. 07984 111222 | Email paulstevens@gmail.com

## 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. <https://www.cvtemplatemaster.com>

## 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. <https://www.cvtemplatemaster.com>

## 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. <https://www.cvtemplatemaster.com>

* 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.

**© 2021 CVTemplateMaster.com**

Copyright information - please read:

© This free CV template is the copyright of [CVTemplateMaster.com](https://www.cvtemplatemaster.com/). You may download and modify this template for your own personal use. You should remove this copyright notice before sending your CV to prospective employers.

You may not distribute or resell this template, or its derivatives (other than sending a modified copy of the CV template containing your own information to prospective employers with a view to securing employment for yourself), and you may not make it available on other websites without our express permission in writing. You may only share this template using a link to the web page it was downloaded from. Please see our [terms of use](https://www.cvtemplatemaster.com/terms/) for more information.

If you have any questions about using this template, please email contact@cvtemplatemaster.com

Download page: <https://www.cvtemplatemaster.com/cv-template/high-school-graduate-resume-template-alternative-version/>