

# Owen Lloyd

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## Profile

Recently left school in 2023, gaining my GCSE qualifications, and now seeking greater opportunities in life. Love meeting new people, networking, and growing my connections. Great teamworking skills, and great lone working skills with the right working attitude and listening skills, committed to working hard until the job is done. Passions and hobbies include; flying, music, fashion, and sports.

## Key Skills

**Teamwork & Communication** – An excellent understanding of how to perform under pressure and efficiently work with teammates to get tasks completed in the fastest way possible, without compromising the integrity of the finished product / service.

**Listening Skills** – Able to follow instructions and get the job done remembering all information and tasks given to me, Will go the extra mile to make sure everything asked is completed to an impressive standard.

**Problem Solving** – Able to work out any problems that arise in my workflow and get past them without needing the help of others or asking any higher-ups, this is essential to a productive workflow as there are no unnecessary pauses or stops in getting tasks done.

## Work History

**MET Group UK**      **Administrative Assistant**      **04/07/22 - 15/07/22**

GCSE work experience. Helped around in the office and successfully filled out order forms efficiently. Calculated sales and sorted inventory.

**McDonald's**      **Crew Member**      **11/12/23 - 25/03/24**

Aided customers to satisfy their needs making sure they left the restaurant happy getting exactly what they needed, wanting to come back in the future. Handled food products and cooked food using a variety of machinery. Handled cash making sure customers got the correct change and the correct money was taken for the business. Worked with other crew members to efficiently complete orders with high quality care.

