

Curriculum Vitae: Gareth Jones

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10th July 2006

Education and Qualifications

2005–Present	<u>Emmanuel College, University of Cambridge</u> reading Mathematics		
2003–2005	<u>Hills Road Sixth Form College</u>		
	A-level Mathematics A	A-level Economics A	A-level Computing A
	A-level Further Mathematics A	A-level Physics A	
2001–2003	<u>The Netherhall School: Key Stage 4</u>		
	GCSE Double Science A*, A*	GCSE ICT A	GCSE Music A
	GCSE German A	GCSE English Lang. B	GCSE Religious Studies A
	GCSE Mathematics A*	GCSE English Lit. A*	GCSE Latin D
	A-level Mathematics A		

Work Experience

July 2003–September 2005, July 2006–Present

Waitrose Supermarket assistant

- Customer service skills
- Working on the meat and fish counter gaining fishmongery and some butchery skills

August 2005–September 2005

Cambridge Training and Development Ltd. Temporary production assistant

- Using in-house software to create multimedia CD-ROMs and websites

July 2002

Cambridge University: Department of Plant Sciences Work experience placement

- Receptionist duties including typing, answering telephone and guiding visitors
- Website maintenance applying a new design to areas of the Department website
- Scientific analysis on results for use at International Scientific Event
- Spent time in the Department library organising resources

2000–August 2003

Cambridge Newspapers Newspaper delivery

Other Awards, Qualifications & Experience

Music

- Guitar grade 6 with merit
- Piano grade 6 with merit
- Music theory grade 5 with distinction

Academic

- Year 13 Leavers award for All-round achievement and commitment in Computing and Economics
- Year 11 Leavers award for Latin & Cambridge Latin Course Unit 1 Pass
- Year 9 Award for Science in Lower School

Computer and I.T Skills

- Good knowledge of the Windows Operating System, Microsoft Excel, Microsoft Word, Microsoft Powerpoint, Microsoft Internet Explorer, Microsoft Outlook Express, Jasc Paint Shop Pro 7 and Sibelius 3
- Confident in programming HTML
- Typing speed of more than 50 words per minute
- Experience in creation and management of basic websites
- Experienced in trouble shooting and problem solving in the Windows environment

References

Personnel Administration
Waitrose Limited
Southern Industrial Area
Bracknell
Berkshire RG12 8YA