

**Sean Ryan**

68 Shirley Avenue, Croydon,

Surrey, CR0 8SH

I am a highly motivated, hardworking Philosophy and Sociology graduate with excellent analytical skills and a meticulous attention to detail. I have good communication skills and telephone manner and I have a passion for consistently improving and developing my skills and attributes. I always go over and above my main duties to provide an outstanding service in whatever job role I am in. I have strong IT abilities and I am proficient in the use of Microsoft Word, Excel, PowerPoint, and Publisher.

EDUCATION

**2008 – 2011 University of York**

BA Philosophy and Sociology

**2005 – 2007 St. John Fisher Sixth Form**

A-Level: History (B), Media Studies (B), Theology (B)

AS-Level: Economics (B)

**2000 – 2005 St John Fisher Secondary School**

GCSE: Religious Studies (A), Art (B), Economics (B), History (B), English (B), Maths (B), Chemistry (B), Biology (B), French (C), Latin (C)

WORK EXPERIENCE

**April 2013- Present Royal Veterinary College, Camden/Hertfordshire**

**Information Assistant (Purchasing)**

My role at RVC is IT Purchasing Assistant, and as such I am required to organise the procurement of IT hardware, software, and other peripherals for staff across the two campuses. This has required me to maintain a consistently high level of organisation and proactively engage with various departments throughout the college, developing strong working relationships. I am now proficient in the use of Agresso, the Enterprise Resource Management system which is used by various businesses as well as across the public sector to raise requisitions and process orders.

**Sept 2011– March 2013 Christ the King Sixth Form College, Lewisham**

**Learning Resource Centre (LRC) Study Assistant**

My main responsibilities are to issue resources using the online library system EOS, run workshops for students who require help with various aspects of their work, order new books and resources for the college, attend to IT queries, and organise inter-library loans. This has required me to develop and maintain strong working relationships with both staff and students from a wide variety of backgrounds. In addition to these duties I must also attend to the learning requirements of students aged 16 to 19, while maintaining the LRC as a silent and independent place of study.

**2009 (Aug – Sept) Kuvera Construction and Development Ltd/ Building and Energy Services Co, Ireland (BESCI) (Wicklow, Ireland)**

**Managerial Assistant**

My duties in this role consisted of shadowing the manager of this reputable construction company and assisting him by organising his diaries, answering calls, booking potential clients, and visiting various project sites. This allowed me to learn the workings of a successful and busy company, and I developed the ability to work under pressure in a varied and constantly changing role.

**2008 (Apr – Oct) Wyevale Garden Centre, Shirley, Croydon**

**Sales Assistant**

As a Sales Assistant my responsibilities were to provide an outstanding level of customer service while representing the Wyevale company in a professional and friendly way. I would attend to any queries the customers may have with products, as well as develop my own sales techniques. I would also have to receive orders and keep the stock up to date.

**2008 (Jan - Feb) South London and Maudsley mental health team, West Croydon**

**Administration Assistant**

I worked on a temporary basis with an NHS mental health team based in West Croydon, and gained excellent administration and IT skills, particularly in Excel. My main duty was to record the patient files from hardcopies onto an electronic database using Excel. From there my duties were to assist the team with any office and administration duties including photocopying, filing, and data entry.

**2006 – 2009 Fairfield Halls Theatre, Croydon**

**Sales Assistant**

While working at Fairfield Halls Theatre in Croydon for several years, I gained a lot of experience in being able to work under pressure in a busy environment while dealing with large amounts of customers. My duties were selling merchandise and refreshments before, during, and after the shows, and required the ability work proactively and efficiently in an approachable and professional way.

**I partook in volunteer work in 2002 which involved bringing food to immigrant families in North London. I enjoy reading and writing as well as playing the guitar for which I have a grade five in classical.**