**Jonathan Brown**

London, N16

07902143725/ [jonathansbrown36@gmail.com](mailto:jonathansbrown36@gmail.com)

**Professional Profile**

|  | I am an organised and adaptable individual with 10-year experience in different administrative roles. Over 20 years’ experience as manager and in customer service I am able to work effectively under pressure. I am exceptionally organised and demonstrate strong communication skills. In my extensive managerial experience, I organised my own workload and my team’s duties. I believe that my combination of skills and experience make me the ideal candidate for this post.  **Key Skills / Achievements:**   * Good knowledge of MS Office, Excel, Power point and Outlook * Experience of using electronic records * Excellent organisational and communication skills * Excellent customer service * Experience of working preserving clients’ confidentiality in both admin and security jobs * Excellent management skills |
| --- | --- |

**Relevant Professional Experience**

**Administrator & Security officer June/July 2022**

Engie

* Answering phones from potential students and family regarding information about the campus and from current residents answering any queries or complaints they may have.
* Sending and responding to emails.
* Sorting post and deliveries and arranging students to collect them.
* Data input on relevant spreadsheets and creating new files.
* Handling and filling private and confidential information.
* Reporting and follow up repairs using online system maximo.
* Made sure all health and safety procedures were followed by colleagues and residents.
* Booking in and checking out residents and visitors.

**Manager – Administrator – Customer Assistant 2001-2020**

Morrisons supermarkets

* Answering calls from customers and buyers.
* Sending and receiving emails from buyers/managers answering any queries and actioning any task.
* Data input and created documents using Google sheets and docs.
* Logged repairs and followed up unfinished repairs using the verisie system.
* Audited and filled health and safety and food safety paperwork reporting any discrepancies.
* Used an internal system to make sure that all prices in store where correct.
* Audited fresh food departments to make sure all procedures where correct and logging any discrepancies.
* Managed a small team of colleagues, held regular meetings for feedback and due diligence and to feedback to management.

**Other Employment History**

| Security Officer  Security officer  Security officer  Security officer | g4S security  Headline security  2012 security  Tss | 2023 - present  2022  2022  2021 |
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**Education**

**College of North East London**

JAN 2021 - JUNE 2021

LEVEL 1 DIPLOMA ICT

**Personal Interests / Additional Information**

* SIA Door supervisor license
* CCTV SIA License
* Personal license
* First Aid Level 3 at work
* Fire Safety

**References available upon request**