

Stephen Johnson
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Personal Profile

Self motivated and able to work on own initiative with minimal supervision as well as effectively as part of a team. Adept at problem solving and prioritising to ensure that all tasks are completed to deadline, quickly and efficiently. Now looking for a role where current skills and experience can be utilised and developed in the workplace

Skills

Written and verbal communication. Efficiency and accuracy. Multi-tasking and time management. Decision making and adaptability. Proficient in I.T. - Able to use Word Press, MS Word, Excel, PowerPoint to a basic level as well as using Internet and email on a daily basis

Qualifications

Pearson BTEC-Level 1 Sector Based Work Programme-Self Assessment and Career Progression
Digital College-Highfields Accredited Certificate Warehouse and Logistics Course
Digital College-Highfields Accredited Certificate Social Media Skills-Work And Personal
Level 1 Certificate in Marketing and Personal Enterprise
Level 1 Certificate in Retail Knowledge
Entry Level Certificate in Employability Skills
Entry Level Certificate in Personal and Social Skills
NVQ Level 1 in I.T. (Refresher)
NVQ Level 2 in Business Administration
NVQ Level 1 in Business Administration
City & Guilds 750 Photo Assistants Course

Hobbies and Interests

Playing Retro Videogames
Interior Design
Listening to 1980s music and building a relevant Music database
Reading and Watching a wide variety of publications, books and television programmes to increase general knowledge

References are available upon request

Employment History

Publisher and Editor – Twitter Page/Website ROXXZONE

2022 – Present

Duties - Collecting news stories from PR/Record Labels that are sent via email then Editing and uploading them onto Twitter. With regards to the Website, using Google Sites to post blogs on album and gig reviews, interviewing bands, writing Editorials as well as taking photographs of bands to accompany articles

Maximus Employability Programme

2021 - 2022

Website News Editor

Internet Radio Station TotalRock.com

2019 - 2022

Duties - Collecting news stories from PR/Record Labels using press releases that are sent via email then Editing and uploading stories/photos/Links onto Website using WordPress software and making sure that the information that is put on the Website is accurate and without errors

Lloyds Banking Group – Trainee Customer service

(2 week Work Programme) London

2019

Duties - Developing communication and teamwork skills through decision making exercises as well as prioritisation and resilience techniques. Increasing knowledge about retail banking through shadowing sessions with colleagues as well as Learning top-down thinking techniques. Problem solving and used Researching employability methods and techniques

The reason why there is such a gap in the Employment History – 2006 - 2018 is due to Health Issues and Unemployment

Market Research Assistant

Instant Muscle, Ilford

2004 – 2005

Duties - Researching employability methods and techniques as well as Liaising with advisers on content, then putting together a booklet to be used by jobseekers on a work programme that features relevant information

Administrative Assistant

Harmony House, Dagenham

2004

Duties - Responsible for printing, collating and photocopying pamphlets to increase attendance at a variety of workshops supporting vulnerable mothers and toddlers. Filing away paperwork