

# Kavell Long

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## PROFILE

A highly motivated Computer Science student, at the University of South Wales, looking to secure a role which is fulfilling and prioritises employees. I have transferable skills including customer service, communication, time management and problem-solving. I am on track to gain a first-class honours degree.

## KEY SKILLS

- Microsoft Office including Word, Excel, PowerPoint, and Access as well as others
- Self-taught skills in Adobe Photoshop and Premier Pro
- Coding languages including C++, C#, SQL and HTML.
- Agile, patient and can adapt to most situations
- Able to find a solution to most problems by breaking them down into bite-size chunks
- Strong team-working skills and approachable with those who I work with
- Skills in leadership thanks to PASS leadership training
- Excellent listening and communicating skills, leaving no room for misunderstandings
- Detail orientated with a strong work ethic

## WORK EXPERIENCE

### Sales Associate | TJX Europe – TK Maxx

Sep 2014 to Sep 2022

Discount brand retail store for apparel and home goods

- Customer service from the shop floor, registers, fitting room, and inbound telephone calls
- Processing deliveries which come almost daily to the store
- Stock replenishment on the sales floor
- Taking part in the markdown cycle
- Merchandising and organisation of new and existing stock
- Specialised training in the sale of jewellery - identifying metals and sales of watches
- Additional training in the cash office - cash counting, investigation for discrepancies, ordering coins, safe balancing
- Liaising within store loss prevention team
- NVQ Level 2 in Retail

### Work Experience Sales Advisor | Barnardos

Aug 2014 to Oct 2014

Charity focusing on vulnerable children and young people

- Organising the donated items to either sell on the premises or to send to other premises
- Customer service through sales at the registers or sales floor
- Drive company initiatives such as Gift Aid to customers to increase the amount of money raised

#### **Outbound Sales Advisor | BDM Technology**

**Jul 2013 to Oct 2013**

Digitisation and document management

- B2B (business to business) outbound sales
- Lead generating
- Diary management
- Administration work

#### **Work Experience | Mountain Ash Job Centre**

**Mar 2013 to May 2013**

Government job centre

- Help future clients through the online claims application
- Help clients with online job searches
- Help clients with creating their CV

## **EDUCATION & QUALIFICATIONS**

University of South Wales - **Bachelor`s degree BSc (Hons) Computer Science** – On-going 2023

Currently learning C++, C#, Python, SQL languages

#### **Projects include:**

- HTML and CSS website design for a business
- Multiple C++ projects ranging from a BMI calculator to a secure Medical Fridge
- Python GUI payroll system
- C# GUI vending machine

University of South Wales - **Foundation degree BA (Hons) Business and Management** - PASS 2020

Coleg Y Cymoedd - BTEC Level 3 90-Credit Diploma Business - Distinction Merit (DM) 2019

Coleg Morgannwg - Level 2 NVQ Hospitality Multi-Skilled level 1 and 2 - PASS 2013

Aberdare Girls' School - AS Level BTEC Performing Arts - PASS

BTEC Public Services - PASS 2012

Aberdare Girls' School - GCSE 12 - C or D

Including Maths, Science and English 2010

## **ADDITIONAL INFORMATION**

## **INTERESTS**

I am interested in playing the latest games such as on the Nintendo Switch and on the Playstation 5. I have an interest in manicures and applying gel nails to myself. I also enjoy musicals, comedy shows and concerts.

\*References available on request\*