

benthomasshep@gmail.com | 07921 684 782  
41 Huntlands Road, Halesowen, West Midlands B63 4LZ  
TEMPORARY UNIVERSITY ACCOMODATION ADDRESS:  
136 Swindon Road, Cheltenham, Gloucestershire, GL51 9EU

# BEN SHEPHERD

## PROFESSIONAL SUMMARY

Hardworking and trustworthy University Student, with experience working as part of a team during a summer job as a warehouse packer, working in brand new environments in hospitality settings, and as a volunteer at a church, and working currently in a skilled work environment as part of a marketing team in an office space, alongside some creative freelance endeavours. Recognised as a high performer through my dedication to each role I have contributed to, within a paid and voluntary capacity.

## WORK HISTORY

Deligo Limited - Dudley, West Midlands - Graphic Designer/Marketing Team - June 2024 / Present Day

- *Worked under time constraints in a professional environment using my knowledge of different designing softwares such as Adobe Photoshop, Canva and Adobe InDesign.*
- *Listened carefully to instructions from colleagues and followed briefs in order to complete specific tasks.*
- *Worked with social media platforms in order to promote different products worldwide.*
- *Able to communicate adequately with those in my team as well as learning how to create a pleasant working space within an office.*

Cheltenham Racecourse Casual Worker - Cheltenham Racecourse, Gloucestershire - Ticket Scanner/Gate Worker - March 2024 / Present Day

- *Followed Strict security training and guidelines*
- *Went under counter-terrorism and diversity training*
- *Worked with the public and handled challenging behaviour*
- *Able to work quickly and efficiently*
- *Received a honourary 150th anniversary Gold Cup Racecourse badge*

Mcdonalds - High Street Cheltenham, Gloucestershire - Crew Member - October 2023 / Present day

- *Followed strict hygiene and safety standards as well as taking a course in health and safety and wellbeing in the workplace.*
- *Able to follow multiple specific instructions at the same time, under time pressure.*
- *Recieved very good scores in performance reviews during time at work.*
- *Flexible and able to carry out any task required whether that is making food, cleaning or working in stock.*

Fig and Favour - Hagley, West Midlands - Pot Washer - October 2022 / August 2023

- *Recognised health and safety standards within a cafe environment.*
- *Worked under pressure in a fast paced environment, completing any additional tasks when required.*
- *Worked additional shifts when asked to do so.*
- *Collaborated with other kitchen workers in order to carry out my role as efficiently as possible.*
- *Left due to starting University.*

Clent Nurseries - Clent, West Midlands - Cafe worker - September 2021 / September 2022

- *Followed safety and hygiene standards as instructed.*
- *Independently organised and managed the duties set by my supervisor.*
- *Gained knowledge and skills in a variety of tasks.*
- *Worked overtime where necessary to ensure jobs set were completed.*

Deligo Limited - Dudley, West Midlands - Warehouse packer - July / August 2021  
(Summer job prior to starting A-levels)

- *Independently worked through orders, packing warehouse supplies in readiness for despatch to clients.*
- *Maintained accuracy and organisational skills for consistent high quality results.*
- *Followed manual handling techniques to safely lift and move packages.*
- *Reported issues and damages to my supervisor to ensure swift resolutions.*
- *Maintained a clean tidy working environment to uphold rules and limit risk, ensuring security of items and safety of others.*
- *Left due to it being a temporary position.*

## **SKILLS**

- *Adhering to safety and compliance regulations.*
- *Accurately following instructions.*
- *Quick and effective learner.*
- *Adapting well in a new environment.*
- *Confident in meeting new people and able to collaborate well as a team.*
- *Hardworking and resilient.*
- *Experience in customer interaction*
- *Experience in waiting tables and kitchen duties*
- *Experience in a professional workplace under contracted hours.*
- *High Experience in Adobe Lightroom, Adobe Photoshop.*
- *Experience in Adobe Premiere Pro.*
- *Experience in managing social media.*
- *Experience in Photography.*
- *Experience with working alongside clients.*
- *Always willing to learn new skills and take advice from peers.*

## **EXTRA SKILLS GAINED OUTSIDE THE WORKPLACE**

- *Team work and communication skills as part of a voluntary role within the media and production team within my local church.*
- *Commitment to learn and develop within a church worship band through playing the guitar.*
- *Leadership amongst young people within a youth festival, performing in front of 5000+ people.*
- *Experience in communication with clients due to an ongoing freelance journey through wedding photography.*

## EDUCATION

Windsor High School - Halesowen  
Windsor Sixth Form - Halesowen  
University of Gloucestershire - Cheltenham Campus

### GCSE RESULTS

|                                   |      |
|-----------------------------------|------|
| English Literature                | - 6  |
| English Language                  | - 6  |
| Mathematics                       | - 7  |
| Music                             | - 9  |
| Graphic Communication             | - 9  |
| History                           | - 6  |
| Computer Science                  | - 4  |
| Combined Science<br>(Higher Tier) | - 77 |

### A-LEVEL RESULTS

|                               |               |
|-------------------------------|---------------|
| A level Graphic Communication | - B           |
| A level History               | - B           |
| BTEC Music                    | - Distinction |

### OTHER ACHIEVEMENTS

- *Achieved Grade 6 electric guitar through Trinity College music exams.*
- *Bronze D of E award achieved*
- *Silver D of E Volunteering, Physical and Skills award achieved (full award incomplete due to COVID-19)*
- *Volunteered at a large youth festival as a part of a the main band.*

Continuing education at University of Gloucestershire (First Year starting September 2023)

- Studying Digital Media at BA Level.
- Currently undergoing 2nd year starting September 2024.
- (If you wish to know my first year gradings please enquire through my email or in person - bentthomasshep@gmail.com)