

Stefan Costen
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Personal Statement:

Someone who is dedicated and self motivated in reaching goals done and willing to help others with the ability to manage a team effectively. I am also able to use a computer effectively and efficiently to get the task done. I am currently actively looking for full time employment and am available for an immediate start.

Key Skills:

- Team management
- Computer skills
- Facilitating events
- Project management
- Time management
- Volunteer organisation
- Leadership
- Disability awareness
- Health and Safety

Employment History:

October 2017 – Present 2018: Deputy Project Manager at Thanet Winter Shelter

This role includes liaising with the local authority about incoming and current guests to the shelter, managing the day to day operations and ensuring the shelter is fully staffed with the required number of volunteers per shift. This includes making sure the shelter guests and staff are following the shelter policies, procedures and health and safety rules. I am also responsible for managing the out of hour's service. I work with the shelter manager to update procedures and policies and staff guidelines.

March 14th 2016 - Present: Ride Host at Dreamland Margate:

At Dreamland my role included operating attractions in a safe manner, while delivering excellent customer service. I also helped deal with any first-aid needed. I have been trained as a fire marshal and know dreamlands evacuation procedure.

December 2016 – March 2017 Thanet Winter shelter Supervisor:

During the winter months of 2016 I managed a team of volunteers as the shift supervisor assigning tasks, dealing with issues and helping make the shelter a huge success.

March 2012 – Present: Volunteer at Thanet National Autistic Society:

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Every Saturday the Thanet branch of NAS run a weekly youth club for people of all ages with Autism. My role has included a variety of different aspects over the years from floating support to running the tuck shop and looking out for the welfare of everyone.

Qualifications:

East Kent College February 2016 - March 2016:

- Entry Level 3 Extended certificate in Employability Skills
- QA Level 2 Emergency First aid at work - expires on 4th March 2019
- Health and Safety at work Level 2

East Kent College 2012 – 2013:

- BTEC National Diploma in IT Level 2 Grade - Distinction

The Old Priory School Ramsgate 2009 – 2012:

- Maths GCSE: C
- Science GCSE: C
- English GCSE: D
- Functional Skills In Maths Level 2
- Functional Skills in IT Level 2

Additional Information:

My interests are team based computer gaming, repairing broken technology, blogging and using social media I'm looking for a new opportunity where I can develop my skills at the same time as helping to improve the business.

Reference available upon request