

# A.B.C.Perera

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## Personal statement

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A highly motivated and hardworking individual, who has recently completed their A-Levels, and received excellent grades in both Maths and Science. Seeking an apprenticeship in the engineering industry to build upon a keen scientific interest and start a career as a maintenance engineer.

Mechanically minded, with a methodical approach to working and an eagerness to learn and develop personal skills in a practical setting. Eventual career goal is to become a fully-qualified and experienced maintenance or electrical engineer, with the longer-term aspiration of moving into project management.

## Key Skills

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- Advanced problem solving and numeracy skills.
- Accomplished communication skills, both written and verbal, developed through numerous essays and presentations given during my time at college.
- Ability to take the initiative and work well under pressure, ensuring strict deadlines are met, as successfully demonstrated during work experience placement project.
- Flexibility, whilst maintaining enthusiasm and commitment to each project.
- Proficiency in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint.

## Education

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### GCE Advanced Level

School / College:

Year	2014
Index Number	123456

Subject 01	A
Subject 02	B
Subject 03	C
Subject 04	B

### GCE Ordinary Level

Year	2011
Index Number	987654
Subject 01	A
Subject 02	A
Subject 03	C
Subject 04	A
Subject 05	B
Subject 06	B
Subject 07	S
Subject 08	B
Subject 09	B

## **Work Experience**

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### Pharmaceutical Company (*unpaid work experience*) (2011 - 2012)

Duties included:

- Shadowed a key member of laboratory staff, observing their day-to-day work
- Spent a morning working within customer service centre, listening to client complaints and understanding company best practice when responding
- Assisted in project on risk management and contingency planning in case of failure at distribution centre
- Learned about company project management lifecycle methodology

## Hobbies & Interests

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Over the last two summers I have helped a family friend restore a classic sports car. This has triggered a passionate interest in mechanics and automotive restoration and, now that the project is finished, I have continued to build my knowledge by attending various classic car events.

During this time, I also decided to set up a blog around the project. Initially starting as a way to ask other collectors for advice whilst tracking progress, I began to enjoy writing about the subject and have now started writing occasional freelance articles for an online automotive magazine.

## Referees

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Details of 02 Non-Related Referees with Contact Number.