

James Robertson

email: james@jamesrobertson.eu

Office administration

Within the office I am self-organised, presentable, an effective communicator and helpful when answering the telephone, as well as dealing with others face-to-face. I can perform data entry, as well as type letters and print reports, which is what I did when I worked at the Spittal Street Centre (NHS Trust).

Information Technology skills

Where I can, I will find out how to do something technical either by referring to reference manuals offline or online, as well as doing background research and learning up on a subject if need be. I have recently been developing my programming skills using the Ruby programming language for personal projects as well as being of potential benefit to future employers. My projects are available from <https://github.com/jrobertson>

Education

Studied at the Jewel College and attained a European Driving Licence certificate to an advanced level in word processing, spreadsheets, and slide presentation software.

References

Available upon request