

LIAM PATON DAY



PROFILE

A recent graduate who considers themselves an ambitious, hardworking and motivated individual with goal of progressing into teaching. Eager to absorb as much knowledge and insight as possible from the role advertised as due to my demanding degree, I have become confident in speaking in front of others, improved my ability to work under pressure and obtained a wide and transferable skill-set ready to apply my abilities to any position. In doing so it is number one priority in all situations that tasks are carried out to the best of my abilities.

EXPERIENCE

SUMMER ACCOMMODATION HOST, STIRLING UNIVERSITY ACCOMMODATION SERVICES,
STIRLING, STIRLINGSHIRE — MAY - SEPTEMBER 2017

Meeting and greeting guests where I provided a warm welcome whilst answering any enquiries they may have had and solving problems that arise in any given circumstance. Assumed responsibility of the till for cash and credit/debit card payments. Contacting customers through a variety of websites and over the phone in order to increase the number of bookings. In doing so, gained experience and became familiar with programs such as Bedbooker, Salto, and Kx software. Aided Accommodations Operations Assistant with their tasks in student welfare, building maintenance and janitorial tasks. Working closely with Accommodation Hosts as well as the Accommodations Operations Assistants showed my ability to work as part of a team and individually in a fast-paced environment.

ADMINISTRATIVE ASSISTANT, ACTION FOR CHILDREN, GALASHIELS, BERWICKSHIRE —
MARCH - SEPTEMBER 2014

Carrying out administrative and general office tasks such as printing, making and receiving phone calls, helping with the planning of upcoming events and inventory stocking. Entrusted with extra responsibilities such as the completion of risk assessment within the office, working with confidential information like the charities' databases and assisting staff in presentations at several local schools. Due to my high standard of completion in all tasks, team work and willingness to assist others, I was nominated and successfully obtained the prestigious Stephenson Award presented at the House of Lords.

ORGANISER, HOLIDAY COTTAGE, MELLERSTAIN, BERWICKSHIRE — JUNE 2013 -
SEPTEMBER 2014

As first point of contact for guests, I provided them with all the key information and resolved any problems during their stay as quickly as possible. Duties included showing new arrivals the facilities of the cottage, safety pointers and provide them with keys to the holiday cottage. This position involved delegating cleaning tasks and guaranteeing standards were met for every incoming guest therefore I was responsible for making sure the cottage was in order and ensured nothing was damaged upon guest's departure. In doing so, I was able to acquire the essential skills needed to provide an excellent level of customer service whilst improving my communication, managerial skills and the importance of going the extra mile.

EDUCATION

UNIVERSITY OF STIRLING — HISTORY AND POLITICS (2:1), 2014 - 2018
TEFL COURSE (120 HOURS) — JUNE - ONGOING

AWARDS

STEPHENSON AWARD 2014
SERVICE TO THE SCHOOL AWARD 2013

SKILLS/HOBBIES

NATIVE ENGLISH	PROBLEM SOLVER	EFFICIENT	TIME MANAGEMENT
QUICK LEARNER	MOTIVATED	ADAPTABLE	DECISION-MAKING
BASIC SPANISH	SURVIVAL SKILLS	HIKING	PUBLIC SPEAKING