

## **David Struve**

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### ***Personal Profile***

An outgoing, reliable, creative and trustworthy individual who is looking for a new challenge. A resourceful and ambitious person who is willing to help out others when they need the assistance, and can work well under pressure and have no problems working to a deadline. Quick to learn new skills and am a good problem solver.

### ***Key Skills***

- ECDL level Two (achieved on a course with the National Trust)
- Qualified First Aider with an up-to-date certificate
- Excellent communication skills
- Have experience as a supervisor
- Experienced user of Word, Excel, Power Point and Access
- Fast typist (60-70 words per minute) with excellent grammatical and spelling skills.

### ***Volunteer Work***

#### **Knights of St Columba**

The Knights of St Columba are a nationwide volunteer organisation, connected to the Catholic Church, that help raise money for various charities such as the NSPCC, CAFOD and the Life organisation. We also help fund students to travel to such places as Kenya to build homes and schools – in an effort to help the locals work themselves out of poverty. I have been a member of this organisation for the past four years, and I enjoy everything about it.

The Knights are split up across Scotland and England into Provinces which govern a particular county, under which there are separate Councils, each one responsible for an individual town or city. My current role within this organisation is as Secretary to the Swindon Council (number 225). This is a rather involved role, in which I revel in, and have just started my third year in this position.

My personal responsibilities are to ensure the smooth flow of information to and from our Head Office in Scotland via the Head (Grand Knight) of our council, as well as taking the Minutes from each meeting (held on the first Sunday each month) This involves checking emails, printing off any documents that have been sent down from Head Office, sending emails or telephoning to request more information about a particular topic or item, ensuring our database of members and their contact details are kept up to date, as well as typing up the minutes as our meeting progresses (I use a laptop and type as our members read out their reports and discuss various upcoming matters).

I am currently working on designing and developing a website for our Council, as well as coming up with ideas to assist in our latest recruitment drive which we have started. I have recently been appointed as a Representative for our local Council at the Provincial meetings. This is a very important position as it falls to me to communicate to our Provincial Council the progress we have made in fund-raising, any new ideas we have for raising funds or recruiting new members that need approval before we can initialise them, as well as communicating back and forth important decisions such as whether our annual dues should go up, and voicing any concerns or issues our Council members may have.

### ***Interests***

I am a passionate reader who will read virtually any book available. My favourite authors are Andy McNab, Chris Ryan and Stephen King. I like to spend my free time in my garden weeding, planting and keeping up the maintenance of it. I have also recently taken up photography, and intend on starting a college course to further my abilities and develop new skills in this subject.

## **Training**

- Food Hygiene certificate (achieved on a course with the National Trust)
- NWT Gateway To Work certificate
- Taurus Skills Foundation NVQ Level One Amenity Horticulture
- *Qualified First Aid (trained in CPR and basic life-saving techniques)*

## **Employment**

### **Unemployed, actively seeking work**

**July 2007 – present**

Attending North Wessex Training, to enhance my skills suitable for job roles.

### **PHH Vehicle Hire, Windmill Hill Bus. Park Swindon**

**June – July 2007**

Worked in the call centre taking calls from customers wanting to book vans of various sizes. Used the company database for the bookings and found hire companies local to the customer and faxed over details of the job request. Liaised with both customer and hire company to ensure correct vehicle was delivered on time and arrived in a good condition.

### **Access Plus, Dorcan Trading Estate Swindon**

**May – June 2007**

Worked in call centre answering incoming calls from customers on behalf of several companies including Nationwide and Citroen. Answered queries about Nationwide various saving plans such as their I.S.A.'s and Investment Schemes. I also input customer details into company database and booked test drives when requested. Also sent out brochures for Citroen to customers and gave out details of their models over the phone.

### **Manor Garden Centre, Cheney Manor Ind. Estate Swindon**

**Feb 2007 – April 2007**

I received this job after sending out prospective job applications to several companies. The job involved re-stocking the shop floor and outdoor display areas, working on the tills serving customers, answering queries from customers regarding the products and also helping out in the re-organising of the shop layout. Unfortunately the job was only temporary to cover a staff members maternity leave.

### **Adecco Employment Agency, Commercial Road Swindon**

**Nov – July 2006**

Worked in various locations including;

B&Q Garden Centre – restocking shelves, assisting customers with their inquiries and helping deliver goods to customers property.

BioMet – cleaned the factory floor, made sure waste was properly disposed of and ensured that the offices were clean. Also restocked the offices with printer paper when required.

### **Tesco Extra, Ocotol Way Swindon**

**August 2004 – March 2005**

Worked as a cashier serving customers. Also helped with the restocking of shelves. Was given the responsibility of training new members of staff as the supervisor was off on maternity leave.

## **Education**

### **Swindon College, Regent Circus**

**Sept 2003 – July 2005**

Ed excel Level 3 BTEC National Certificate in Graphic Design

### **New College, Swindon**

**Sept 2000 – July 2001**

Pass Grade on ICT course

### **St. Joseph's Catholic School, Swindon**

**1995 – 2000**

7 GCSE's attained at C and above including Science Double Award (grade B), English Literature & Language (double C grade) and Maths grade C.

**References available upon request**