

John Robert Huett Cornish

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Full Drivers Licence

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PERSONAL PROFILE

I am a 25 year old Business Management Graduate and am currently working as a Ground Gas Verification Officer and have been for over two and a half years. I would describe myself as an honest, hardworking individual who excels in a challenging environment, alone, or as part of a team. Growing up and working on a farm has instilled in me a strong work ethic which I take pride in. I can demonstrate skills and knowledge in most aspects of modern computing, including PC set up, point of sale software, and storage databases. I am also familiar with Windows, Microsoft office, and the use of social media from a personal and business perspective. I am also able to motivate others through self-discipline and achieve tasks by using an efficient and methodical approach. In addition to this when facing a problem, I like to tackle it head on. I do this through being organised and not giving up. In addition to this I welcome new opportunities to learn and develop my knowledge and skills.

EDUCATION / QUALIFICATIONS

Construction

CSCS – Labourer card

SSSTS

Plymouth University

September 2017 – Present

BSc (Hons) Business Management

Predicted grade: Upper Second-Class Honours

Bridgewater and Taunton College

Advanced Level Apprenticeship in Business Administration

September 2016 – June 2017

Business Administration Diploma (QCF)

I.C.T Functional skills (Level 2)

North Somerset Enterprise and Technology College

— September 2014 – June 2016

Business (QCF), BTEC Extended Diploma (Equivalent to three A-Levels)

Final Grade – Distinction Star, Distinction Star, Distinction (160 UCAS points)

EMPLOYMENT HISTORY**GeoShield Ltd** (Ground Gas Verification Officer)

August 2020 – Present

I am currently and have been employed as Ground Gas Verification Officer for over two and a half years. The role includes ensuring that ground gas protection systems such as gas membranes have been installed correctly and as per the ground gas specific design in accordance with BS8585:2015+A1:2019 and carry out verification in accordance with CIRIA 735.

J & M Cornish (Assisting in Family Business)

June 2017 – July 2020

Between studying I worked on a live construction site; the project consists of converting an agricultural poultry barn into three modern bungalows. There have been numerous practical skills I have learnt, but it has also offered an opportunity to work in a different kind of work environment and get involved in the programming and procurement. I have been part of this project from the start and have worked closely alongside tradesmen on site to work towards the same end goal.

Roles and responsibilities:

- Adhering to health and safety requirements at all time whilst working.
- Assisting with transport and operation of heavy machinery.
- Loading and unloading materials, tools and equipment.
- Removing unwanted materials and rubbish from sites that could be dangerous if left on the site.

Tesco (Part-Time Customer Assistant)

November 2018 – March 2020

During my time at University I worked in a Tesco's store in Plymouth. When I started working at Tesco's I was originally employed to replenish shelves. However, I was quickly trained on checkouts to provide support when needed and trusted with the key to the spirits lock up

Roles and responsibilities:

- Building relationships with regular customers, especially those who may need additional help in the store.
- Handling complaints and queries that customers may have.
- Communicating clearly and effectively with customers, colleagues, and management.
- Processing transactions through tills and restocking shelves
- Maintaining extremely high levels of hygiene always to ensure adherence to food safety and legal training received.

Abbott & Frost Estate Agents (Level 3 Apprenticeship)

June 2016 – June 2017

I completed a Level 3 Apprenticeship at Abbott & Frost in Business and Administration. Working in the Block Management department meant I mainly dealt with maintenance issues that flat owners or occupiers had with the property they lived in. This prompted many conversations with numerous stakeholders, including tradesmen, local authority, solicitors and of course the tenants who at times were in a stressful situation. This included customer service over the phone and face-to-face. This helped me to improve skills, such as communication (Verbal and Written), Independent working and interpersonal skills.

Roles and responsibilities:

- Writing emails and letters to owners and residents of the blocks of flat that were managed by Abbott & Frost.
- Assist in site visits to assess any maintenance issues and check properties.
- Assisting in the obtainment of quotes for maintenance work for clients, providing tradesmen with a description of the problem, and offer assistance to them if they need it.
- Attending AGM's and other important meetings to help relay relevant information to our clients, as well as recording the meetings to create transcripts of the meeting to provide actions and evidence of what was covered.

Other part-time jobs alongside school/studying:

The Swan Restaurant (Kitchen Porter)

April 2014 – 2016

Jonswood Farm (Poultry Farm Assistant)

January 2010 – June 2016

Court Farm Butchers (Butchers Assistant)

February 2010 – December 2012

INTERESTS

Rugby

Cycling

Woodworking

Brazilian Jui Jitsu

REFERENCES

Available on request