

Miss Charmaine Smith



**ASSIGN
BUSTER**

Employment/Work Experience Oxfam - August 2011 - January 2012 Sales Assistant and Leader of Menswear Section Customer assistance Till operating (handling cash and till floats, plus ordering change) Stock taking Arranging stock Arranging and displaying sales items Answering telephone enquiries
Craigmiller Forestry Commission - February 2012 Volunteer Tree planting Removal of non-native species Potting and seed sorting.

Fast and proficient IT: Microsoft Word, Excel, Spreadsheets, PowerPoint, Desktop Publishing, Pro Desktop, Audio Editing, Video Editing, Still Images Editing, Video Editing, Digital Gaming Design, Computer Hardware and Systems. Audio, Still Images and Video Acquisition. I regularly use music creating software such as FL Studio and Ableton.

Communication Digital Media: Audio Editing Digital Media: Still Images Editing Digital Media: Video Editing Media Analysis: Fiction Media Analysis: Non Fiction Media Production Numeracy Computer Games: Digital Gaming Design Computing: Computer Hardware and Systems Digital Media: Audio Acquisition Digital Media: Still Images Acquisition Digital Media: Video Acquisition Holy Rood High School (August 2004 - June 2009) Intermediate 2 Woodworking B English C Intermediate 1 Art and Design B

Standard Grade English 2 Business 3 Science 3 Administration 4 Computing 4 Italian 4. Activities and Interests I enjoy socialising with friends I. E. going to the cinema, music concerts, festivals etc. I like keeping active through weight lifting, swimming and sports. I love listening to and creating music. I also like to draw and create art.