Sean David Western
Hollymount
Burnt Oak Road
High Hurstwood
TN22 4AE
Whatsapp +30 697 536 9546
Mobile 07564 569149
seanwestern97@gmail.com
Date of Birth 26 July 1971

An enthusiastic, self-motivated team member who works well under pressure, equally capable of working on own initiative. A personable and articulate person with the ability to get on with all types of people and who enjoys learning new skills and facing new challenges. A wealth of skills gained working in hostel management, including booking reservations, checking in guests and recruitment and training of staff.

SKILLS

Taking reservations by internet, phone and in person.
Checking in and checking out guests.
Cash handling.
Recruitment and training of staff.
Highly skilled at using IT- word processing, databases, spreadsheets and internet.
Excellent at keeping accurate records and researching information.
10 years' experience in administration including order processing, stock control and stock ordering.
Compiling and editing all hostel literature.

EMPLOYMENT HISTORY

Hostel Manager **Himara Hostel, Albania** **2020**
Taking reservations by internet, phone and in person.
Checking in and checking out guests.
Cash handling.
Laundry and maintaining a high level of cleanliness throughout the entire hostel.
Maintaining garden areas.
Painting murals and signs.
Recruitment and training of staff.

Teaching Assistant/ Guesthouse Assistant **Casa Pedro, Spain** **2019**
Assisting with English classes for groups of school children.
Meal Service.
Laundry and cleaning dormitories and rooms.
Lawn maintenance.
Kitchen assistance.

Guest House Handyman **Casa Cantiga, Alcobaca, Portugal** **2017 – 2018**
Mowing and edging lawns.
Brush cutting..
Painting and decorating.
Painting murals and signs.
Carpentry.

Workaway **Volunteer** **2016 – 2017**
Mowing and edging lawns.
Painting and decorating.
Painting murals and signs.
Taping and plastering.
Repointing brickwork.

Customer Services Clerk **Toolstation** **2014 - 2016**

Processing sales orders, refunds and resending failed deliveries.
Arranging collection of unwanted deliveries or items for repair.

Home Insulation Technician **Loft Space Insulation** **2010 – 2014**
Installing loft and cavity wall insulation, fitting tank jackets and lagging pipes.

Volunteer Gardener **Kibbutz Yiftah, Israel** **2008 - 2009**
Mowing and Edging lawns.
Pruning, planting and weeding.
Spraying weeds.

Spare Parts Coordinator **Sedgemoor Domestic** **2006 – 2007**
Ordering stock.
Counter and telephone sales.
Maintaining stock records.
Identifying products from blue prints and allocating to service jobs.

Customer Services/ Stock Clerk **Wincanton Logistics** **1998 - 2006**
Processing orders and all paperwork for Transport, Warehouse and Stock Team.
Reception cover.
Maintaining stock records.
Crediting and debiting stores.
Co-ordinating 30 order assemblers.

EDUCATION AND TRAINING

UKATA March 2013	Asbestos Awareness Training
ABBE July 2012	NVQ Loft Insulation
Global English, Exeter July 2005	Teaching English to Speakers of other Languages (TESOL)
Cannington College May 2005	Foundation Certificate in Food and Hygiene Foundation Certificate in Health and Safety
Bridgwater College September 2002	CLAIT OCR 1 & 2 Word Processing
Clevedon Secondary School Valley Road Clevedon North Somerset 1987	O level Maths English Physics Art