

CURRICULUM VITAE

DUNCAN SHOEBRIDGE

38 Rakoczi Utca, Baracska. 2471

Mobile phone: 06 30 506 2739,

Email address:dshoebridge75@hotmail.co.uk

SKILLS PROFILE

- Organisational / managerial skills- leadership (was responsible for teams of 27 people)
- Computer skills –use of different types of internal systems and use of Windows, Word, Internet, PowerPoint, Microsoft Outlook
- Problem solving skills:adept at dealing with customer complaints and general queries effectively
- Ability to communicate with people of all ages
- Telephone communication skills
- Ability to work aided or unaided
- Team player

EDUCATION

- 1980 – 1986 Ashurstwood Primary School
- 1986 – 1993 Sackville Secondary School

QUALIFICATIONS

- All qualifications were achieved at the school leaving exam (GCSE) at Sackville Secondary School (UK):

Maths,English,Business studies,French,Computer studies,Chemistry, Geography

Grade:pass

- Introduction to First aid (First Med, Hungary)

WORK EXPERIENCE

Bat & Ball Cricket Academy (HU)

Cricket Coach (Sept 2013 – present)

Job description -Coach the game of cricket to children aged 5 - 15

Conduct after school sessions in International schools of Budapest

Teach the basics of the game whilst ensuring children have fun

Ensuring the health and safety requirements of the schools are fulfilled

Effectively communicating with children of various ages and nationalities

Recognise the abilities of children of different ages

TNT UK

Loading bay operative (Sept 2004 – Jan 2006)

Job description – Loading and unloading freight lorries
Unloading lorries to a set deadline and searching for specific freight
Loading lorries for drivers to take on delivery to a set load plan

Charge hand (Jan 2005 – Jan 2006)

Job description - Assisting the running of the shift, alongside the Foreman

Bank Foreman (Jan 2006 – Oct 2009)

Job description - Managing the operation of the loading bank
Assign loading bay operatives their tasks for the night
Ensure timely and efficient freight movement
Ensure all Health & Safety procedures were being followed

Traffic Office Supervisor(Oct 2009 – April 2012)

Job description - Oversee the whole running of the night shift
Ensuring all vehicles were legally road worthy
Conduct employees' training and employment reviews
Ensure all freight was allocated out for delivery

- **Olympic electrical (UK)**

Technician (Sept 1999 – Sept 2001)

Job description :- Ensuring wiring plates are fully prepared for the team of wireman
Ensuring wired wiring plates are installed in cabinets
Ensuring cabinets are ready for dispatch on time

Workshop manager (*Sept 2001 – Dec 2005*)

Job description: - Ensuring the efficient running of the workshop on a daily basis
Supervising staff
Providing excellent customer service and ensuring customer satisfaction
Resolving any customer complaints fast and efficiently
Ensuring workshop's deadlines for goods going out were met
Ensuring each team knew their deadlines
Key holder to the workshop

ACHIEVEMENTS

- 2004-Full British Driving licence
- Dangerous goods specialist course (TNT)
- Fire Warden training (TNT)
- Disciplinary Awareness course (TNT)
- Investment in People course (TNT)

Personal achievements : player and coach of the Hungarian national cricket team,
represented Sussex schoolboys at cricket and football,
represented Southampton football club as a schoolboy

PERSONAL DETAILS

Date of birth: 12 July 1975

Nationality: British

Marital status: married

Health: excellent

Driving: full English driving licence, full Hungarian driving licence

Languages: English

Hobbies: sports, gym, gardening, dog walking

REFERENCES

Andrew Leckonby (Bat & Ball Cricket Academy)

email – andrew@batandballcricket.com telephone – 06 70 702 2360