

# JAMES VAUGHAN LLEWELLYN



IT Graduate seeking  
employment

00393499444447  
jvjllewellyn@gmail.com

## 1. PROFILE

Hardworking University Student seeking employment. Bringing forth a motivated attitude and a variety of powerful IT skills that vary from knowledge of simple Microsoft programs ( Word, Powerpoint, Excel ) to programming languages such as C, HTML, CSS, Javascript and Python. Adept in various social media platforms and office technology/ programs. Committed to utilizing my skills to further the mission of a company.

## 2. SKILLS

Effective time Management  
Microsoft 365 Office  
Problem Solving  
Fast Learner  
Adaptability  
Teamwork  
Ability to Work Under Pressure  
Ability to Work in a team  
Computer Skills  
Google Analytics, Adsense and Adwords  
Communication Skills  
Leadership  
Communication  
Project Management

## 3. LANGUAGES

English  
Italian  
French  
Spanish



## 4. EMPLOYMENT HISTORY

Administration / Cash Register  
Pizza Inn S.r.l. Catania  
August 2019 - August 2021

- Managing cash register
- Helped to increase customer return rates by providing excellent customer service at all times.
- Worked to ensure a positive and hassle-free customer experience.
- Weekly preparation of staff rota

- Maintained up-to-date knowledge of all retail promotions.
- Building relations with new staff
- Worked to achieve high customer satisfaction rates by providing optimal customer service

## 5. EDUCATION

### GCSE

St Bernards Grammar School, London

September 2011 – December 2014

### Linguistics Diploma

Istituto San Giuseppe, Catania

April 2015 – June 2019

Graduated with 95/100 despite initial language barrier

### Computer Engineering Degree

Università Ecampus, Catania

September 2019 – Present

## 6. DETAILS

### Hobbies

Outside of work I enjoy sports, extreme sports, keeping fit and healthy, and socialising with friends and family. I am quite competitive and love a bit of friendly competition. I also have a keen interest in travelling and music.