

Jacob Butler

Personal Statement

Enthusiastic and self-motivated person, with a high level of responsibility, able to work in groups and at my own initiative. Well organised and pro-active in providing timely, efficient and accurate administrative support. Through previous experiences I gained strong interpersonal and organisational skills with a keen ability to multi-task a variety of challenges and responsibilities.

I adjust well to new situations and find it easy to integrate and work with people of all ages and cultures. Professionally I have had to be very flexible and adaptable to be successful which has been recognised by both colleagues and superiors.

Areas of expertise

- Excellent communication skills.
- Strong customer service skills.
- Ability to motivate and manage staff in tactful and diplomatic manner.
- Ability to keep calm under pressure and keep pace with work.
- Flexible and able to adapt to business needs.
- Good team working skills.
- Ability to work accurately with figures.
- Capable of well-organised and methodical approach.
- Proven Microsoft Office skills and etiquette of email response.
- Good attention to details.
- Able to build good working relationships with people from different cultural backgrounds.
- Develop effective professional relationships with team and external parties.
- Problem solving.

Education and Qualifications

IT-Career-Switch Full stack developer course

Arts Mark Award advisor

Arts Award Advisor - Bronze and Silver levels

Arts Award Advisor - Discovery and Explore levels

BA (Hons) Primary Education with QTS 2:2

Drama A level – grade C

Biology A level – grade D

History A level – grade C

General Studies A level – grade C

English Language AS level – grade B

Employment history

Employer, position and dates

GXO for Sainsbury's, UK
Senior Specialist, Stock and
System Admin Clerk
May 2023 - Present

Main activities

- Stock allocations for pickers.
- Stock layout and consignment linking.
- Creating new delivery consignments.
- Delegating loading consignments to warehouse colleagues.
- Prioritising loading order, pallets/stores.
- Ensuring loads are being despatched in a correct and timely manner.
- Administrative duties, using various Microsoft Office applications.
- Ensuring correct stock flow between warehouses, depots and stores.
- Problem solving for warehouse colleagues.
- Assisting stores with their queries.
- Investigating and identifying undespached stock.
- Stock checking.

	• Using various Warehouses Management Systems, e.g. Red Prarie, Insight, c3 Yard. • Integrating new systems and automated robot picking introduced to the warehouse.
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Interests
• Reading a range of literature, from old classics to science fiction. • Walking with my three dogs. • Gardening. • Baking. • Gaming, PC and console.

Full employment history available on request