

Nicholas Matthews

Keene, NH
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I am a hardworking person. I am a trustworthy employee who can work alone to a high standard. I have an open and enquiring mind. I have experience as a company secretary as well as being a content creator for both Twitch and YouTube.

Willing to relocate: Anywhere

Work Experience

Company Secretary

ATTG Games - Workington
May 2020 to Present

I am the Company Secretary for a recently formed software development and game development company.

Company Secretary

J C Products Limited
February 2020 to Present

Recently formed company with plans to sell products on Amazon through the FBA system.

The company is also selling on eBay as well as a reseller.

Part of my responsibility of being a company secretary is I am responsible for filing of legal paperwork including tax information.

Website Manager

Genesis Home Appliances
October 2019 to December 2019

Volunteer Worker

Cumbria Youth Commission
September 2017 to July 2018

I am working with the Cumbria Youth Commission. We were working with the police and crime commissioner of the Cumbria Constabulary

Education

BTEC in Level 3 Information Technology

Lakes College - Workington
September 2019 to August 2020

Level 2 Information Technology

Lakes College

September 2018 to June 2019

GCSE in Science

Workington Academy - Workington

September 2015 to October 2017

GCSE in ECDL

Workington Academy - Workington

June 2017 to June 2017

Business Studies

Workington Academy

September 2015 to June 2017

Motor Vehicle

Lakes College

September 2015 to June 2017

GCSE in Maths

Workington Academy - Workington

September 2015 to June 2017

GCSE in Digital Media

Workington Academy - Workington

September 2015 to June 2017

GCSE in English

Workington Academy - Workington

September 2015 to June 2017

Skills

- Microsoft Office (3 years)
- Photography (10+ years)
- Team Building (Less than 1 year)
- Microsoft Windows Server (2 years)

Awards

First Aid Course

August 2017

Heart Start Certificate

March 2018

Certifications and Licenses

Entry Level 3 Mechanic.

May 2017 to Present

Entry level 3 qualified mechanic.

Additional Information

I am a hardworking person.

My hobbies

Computer maintenance

Photography

My strengths

Motivated.

I enjoy a challenge and will not give up easily.

Very IT literate.

I have 3 years of serious photography experience. I can provide proof upon request.