

# Aidan Lee

Harlow, Essex

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## Personal Profile

Hi, I'm Aidan, a reliable, focused and self-motivated individual. I enjoy working in team scenarios, taking the lead if necessary, but can also work well by myself. I'm a strong believer in self-improvement and self-education and am always analytically critiquing my performance to develop new skills and improve within my job role. I deal well with challenging situations and believe my wide range of skills and positive mindset will make a strong addition to your team.

## Core Skills

### Computer Systems

- Mac & Windows
- PC Building and Installations
- Microsoft Office
- Adobe Suite (Photoshop, Lightroom, Dreamweaver)
- Final Cut Pro
- Audio & DAW's (Ableton, Logic Pro, Pro Tools, Native Instruments Komplete, Spitfire Audio)

### General Skills

- Problem Solving
- Concise Communicator
- Analytical Mind
- Fast Learner
- Strong Math Skills
- Strong Computer Skills
- Focused Worker
- Customer Service
- Good Initiative
- Team Player

## Work Experience

### Unblocking Operative – De La Rue (October 2018 – Present)

#### Key Responsibilities

- Transport work to and from the safe ensuring tidy storage and adhering to H+S.
- The amalgamation of work and using sage to change WIP location
- Dispose of secure and confidential waste.
- Assist in reaching targets
- Pre-print quality checks
- Count sheets for batch reconciliation.
- Write SOPs explaining different processes.
- Creating and maintaining throughput production tracker using excel
- Creating a data storage system for Jessica (tactile measuring machine) using excel.
- Responsible for production keys.
- Filling out safety and batch log documentation.

### Barista Maestro – Costa Coffee (July 2012 – October 2018)

#### Key Responsibilities

- Open and close store
- Conduct pre-shift and post-shift safety and security checks
- Crew staff
- Conduct monthly safety, security, stock and service audits.
- Daily compliance logging
- Motivate the team to reach daily and periodic targets and KPIs.
- Handle money (counting safe, sending and receiving change orders etc.)
- Use and maintain till, banking, stock control and rota systems
- Receiving and filing order documentation
- Team training

## Education

- Trading Teacher Online (2019)
- Food Health and Safety Level 2 (2017)
- GDPR Data Protection (2017)
- **BSc Music Technology – 2:1 – University of Hertfordshire (2011 – 2014)**
- Lifetime Level 2 Gym Instructor (2011)
- **3 A Levels, 1 AS Level – St. Marks Sixth Form (2008 – 2010)**
- Junior Sports Leader Award (2008)
- **13 GCSE's A-C [Including Maths, Science, English and ICT] - Mark Hall Academy (2003 – 2008)**

## Achievements

- Part of a top selling team of a special promotion in the region.
- Two bands I was a guitarist for appeared in Kerrang Magazine (Roses in Rome, Vidina).
- Roses in Rome – Tear Yourself Apart was the theme tune for TNA Wrestling UK 2012.
- County champion for 200m/400m for several years.
- Placed fourth in the UK at the 400m and discus.
- Jack Petchey and Harlow 2020 awards for achievements in athletics.
- Prefect and captain of the school athletics team.
- Brown belt in Karate.
- Placed highly in Karate competitions.

## Hobbies

- Compose, produce and release an album of compositions.
- Strength and conditioning training.
- Built a home gym.
- Designed and built acoustic treatment.
- Built a home project recording studio.
- Holidays and travelling.
- I played in several bands in which I helped write music, design and build websites, arrange practice, book shows, book photo and video shoots and arranged transport.

## References

Available upon request.