

NATHAN LEVRIER

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SUMMARY

I am a hard working, go getter with a want to understand how things work. I enjoy problem solving and am not the type of person to stop until a problem is solved. I am happy to work both as part of a team or on my own depending on what is required of me. One of my main goals in life is to keep learning, another goal is o help people using the skills I have.

EXPERIENCE

02/2017 to 08/2017 **Archive Technician**

Northen Trust Guernsey — Guernsey, Channel islands

Responsibilities

- Preparing documents to be scanned
- Bettering condition of documents for better scanning picture
- Moving Document boxes to and from archive
- Scanning and distributing post to correct teams
- Keeping track of completed boxes and estimated completion date

04/2016 to 12/2016 **Medical Records Clerk**

Health and Social Services Department — Guernsey, channel islands

Responsibilities

- Admitting and Discharging patients notes
- Getting patients files ready for clinics
- Running Notes to wards and A+E
- Answering Phone calls
- Answering questions and queries about the department
- Working on Destruction project
- Filing paperwork into notes
- Archiving old/ deceased notes
- Low level printer support
- Finding Miss filed notes
- Aiding in problem solving

09/2013 to 04/2016 **Retail Sales Assistant**

Shoe Zone, Guernsey — Guernsey, Channel islands

Responsibilities

- Provides efficient and professional customer service
- Meets and greets all arriving customers
- Answers questions and provides product advice
- Encourages upselling of products
- Ensure knowledge of products is maintained
- Receives incoming calls and answers general queries

09/2011 to 04/2013 **Machine Operator**

Intersurgical — Guernsey, Channel islands

Responsibilities

- Product packing
- Assembly hopper filling
- Hourly manufactured item tracking
- Meeting hourly/daily targets
- Minor maintenance

SKILLS

- Troubleshooting abilities
- Routine maintenance
- Modifications and adjustments
- Equipment repair skills
- Cybersecurity
- Cyber Essentials

EDUCATION

2021

Bachelor of Science: Computer Science
Bangor University — Bangor
presumptive 1st

INTERESTS AND HOBBIES

Interests

- Physical and digital security
- Motor vehicles

Hobbies

- Airsoft
- Motorcycles
- Cars