

Rhys Braxton-Jones,  
Waltham Cross, Hertfordshire, EN8 8BP  
rhysyaj@gmail.com 07484780101  
Portfolio: <https://rhysyaj.wixsite.com/rhys-braxton-jones>

An enthusiastic, ICT literate and motivated multimedia creative, with experience filming advertisements, short form cinematic media, independent short films, podcasts music videos. Looking for a new opportunity to add depth to my abilities and continue to build on my previous experience. Working in the catering industry, a DBS check & a hygiene awareness course. Employed at Marks and spencer, as a Food's Customer assistant through the night. Passionately and gracefully learning to become a Lead bartender at The Birch Community, getting promoted twice.

### Education

#### **Hertford Regional College, Hertfordshire, September 2018- August 2020**

UAL Level 3 Extended Diploma in Creative media production and technology – Distinction

#### **St Mary's CofE High School, Hertfordshire**

#### **GCSE's:**

7 GCSE's at a 4 (C), including Maths and English, a Distinction in BTEC level 2 ICT.

### Work experience

#### **Back Counter Parts Advisor - Harris DAF commercial - lea valley, new ford road, EN8 7PG - Feb-current**

At Harris DAF, I learned to process invoices and quotes for parts requests via email, phone, and in person. I adapted quickly to a new system shortly after starting. I was responsible for the parts department in the evenings, handling customer calls and following health and safety protocols. I produced picking lists, managed stock, and ordered various parts, from consumables to complex components like axle hubs and clutch kits.

#### **Key responsibilities;**

- Booking in and receipting parts orders
- Invoicing, quoting and picking parts for delivery
- Looking up specific parts for lorries, trucks and Vans.
- Working independently, locking the doors at the end of shift.
- Upholding the health and safety protocol,
- Handling and processing heavy or fragile stock

## SKILLS

Photographer  
Videographer  
Editing  
Audio  
Computer/tech savvy  
Strong team player  
Independent worker  
Quick learner  
Food & Hygiene  
Health & Safety  
Adaptable  
Organized  
Efficient  
Intuitive  
Enthusiastic

### Interests

- Adept using adobe editing software and its effects
- Audio production
- a passion for baking & food
- Content creation, editing photos and videos
- Travelling to take Photos and films of music events, the landscape and overall culture
- Music & podcast enthusiast

**Bartender - Birch community - Lieutenant Ellis Way, Cheshunt, Goff's Oak – November 2022 -November 11th 2023**

As a bartender, attention to detail with garnishes, ice, and glassware is crucial for creating memorable guest experiences. I was promoted twice, to Lead Bartender at The Zebra Riding Club. I developed new cocktails, managed the bar, maintained cleanliness and stock, and efficiently served large groups. I honed expertise in wines, spirits, crafting cordials and syrups, enhancing my drink-making skills and nurturing my customer communication and service abilities.

**Key responsibilities included;**

- Collaborated effectively the team to delegate effective drinks service.
- Managed opening, setup, and closing of four bars on site.
- Served at pop-up bars for large private events, ensuring quick and professional service.
- Maintained extensive drinks knowledge, staying updated on cocktails, wines, spirits, liqueurs, and beers.
- Handled processed, and maintained stock control.
- Ensured smooth service through strong communication and organization.
- Maintained hygiene by consistently cleaning the bar and equipment.

**Barback – Bartender - Birch Community - Lieutenant Ellis Way, Cheshunt, Goff's Oak August 2022 – November 2022**

Ensured smooth bar operations by maintaining glassware, cleanliness, and stock handling. Managed the Lido bar, serving drinks, coffee, ice cream, and food, handling both events and regular hours. opened and closed the bar. Gained extensive knowledge of spirits and cocktails, recording recipes in a notebook.

**Food's Customer Assistant - Marks and Spencer - June 2021 – November 2022 – Brookfield Centre, Cheshunt**

Stocked the fridge and shelves with various food products and drinks. Ensured appealing displays to create positive first impressions for customers. Stayed flexible during busy times and occasionally served as Duty Manager to cover absences. Adopted the role of Duty manager, some nights to cover for managers being absent.

**Key responsibilities included;**

- Checked products to adhere to Food Hygiene & Safety Protocols.
- Stock control, handling and processing of easily damaged items from delivery to shelf.
- Adopted the role of Duty manager, some nights to cover for managers being absent.

**Kitchen Assistant – Elior - Springview Care Home, Enfield - December 2019 - March 2020**

The assistant to head chef, preparing the ingredients for a variety of meals, baking desserts. Making sure to follow the correct hygiene regulations. Applied initiative to assist team upon completion of tasks. Taking on additional responsibilities during busy periods.

**Key responsibilities included;**

- Stock management, and developing systems to increase productivity and efficiency
- Consistently aided the production of high quality meals to meet strict deadlines
- Remanded flexible to additional working hours as needed
- Applied initiative to assist team upon completion of tasks.