

Scott, aka Elitelixir

Scott@Elitelixir.co.uk

Personal Profile

In July, 2023 - I published my first novel, Point Zero: Journey to the Singularity, available for sale from my online magazine directly, or via Amazon.

I am a personable and proactive individual who takes pride in providing excellent customer service. I thoroughly enjoy working with and for the public, and my strong communication skills allow me to interact with people from all walks of life and backgrounds. I am a reliable team player who is always punctual and organised. With my IT literacy and excellent literacy skills, I am well-equipped to handle various tasks, including customer inquiries and administrative duties. I have an excellent telephone manner, and I am always willing to use my initiative to solve problems and help others. Overall, my passion for helping people and my diverse skill set make me a valuable addition to any team.

I currently enjoy being Online Magazine Content Publisher of, www.RecreationWithin.co.uk & www.Elitelixir.BlogSpot.com, and managing their online advertising platform, www.AdvertEase.co.uk &/ or www.AdvertEasement.co.uk

This CV is hosted on another website I own and manage, forming part of my Elite Consultancy & Secretarial Support Services that I hope you take the time to view should you wish to learn more about my products.

Skills and Attributes

IT Skills: I am highly proficient in a range of software applications. My IT literacy allows me to use these applications to complete administrative tasks efficiently, create compelling presentations and reports, and manage databases.

- **Customer Service:** I have extensive experience in providing exceptional customer service, which includes a deep understanding of customer needs, effective communication, and problem-solving skills.
- **Catering:** With my OND Level training in catering, I have developed strong skills in preparing, cooking and serving food, maintaining a clean and safe kitchen, and ensuring customer satisfaction.

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- **Driving:** I hold a full, clean, British driving licence, which allows me to travel safely and efficiently, making me a reliable team member who can transport goods and people as required.
- **Organisation:** I am well-organised, capable of managing my time effectively, prioritising tasks, and ensuring deadlines are met.
- **Teamwork:** As a team player, I am skilled at collaborating with colleagues, sharing information and ideas, and contributing to the success of the team.
- **Communication:** My excellent communication skills allow me to interact effectively with people from all walks of life, providing clear and concise information, and listening actively to others' needs.
- **Initiative:** I am a self-starter who is always willing to use my initiative to solve problems and take on new challenges.

Overall, my combination of IT skills, customer service experience, catering training, driving licence, organisational skills, teamwork, communication, and initiative make me a valuable asset to any business.

Hobbies and Interests

In July, 2023 - I published my first novel, Point Zero: Journey to the Singularity, available for sale from my online magazine directly, or via Amazon.

So, I enjoy planning, writing and publishing future works, in order to create a successful series of books.

* Keeping Fit * Cooking * Reading * Playing Chess * Learning *