

Jorge Filipe Oliveira Machado

Machadojorge997@gmail.com

(+44) 07784306632

Graduated from University of Kent, with a 2:1 honour degree in Business and Management. I have experience in the Freight and Logistics industry working for Amazon and Ecosphere Global Logistics in recent years. This work experience has allowed me to expand on communication, negotiation, and problem-solving skills.

Education

I-to-I TEFL (2021):

- GA Level 5 in Teaching English as a Foreign Language (TEFL)

University of Kent (2017-2020)

- Ba (Hons) Business and management, 2:1 achieved
- CMI Level 5 Certificate in Management and Leadership

Modules included: European Business, Project Management, Leadership and Corporate Strategy, Strategic Marketing, Enterprise, and Entrepreneurship.

Cranford Community College (2008 – 2015)

- **A-Levels:** BTEC Level 3 Diploma in Business (QCF), Economics. AS-Level Mathematics
- 10 GCSE including Maths, English and Science

Employment

Imports and Customs Coordinator – Ecosphere Global Logistics (UK), London (March 2022-Present)

- Continuously meet time sensitive deadlines
- Actively and positively liaise with various stakeholders, in the UK and internationally
- Accurately update important documents and data.
- Meticulously ensure that documents are compliant with customs regulations.

Sortation Associate – Amazon UK, Weybridge (September 2021- March 2022)

Took on additional responsibility as an instructor and, Health and Safety Ambassador

Instructor:

- On board over 200 new employees during the Christmas period, as a team (2021)
- Successfully reduce errors and improve metrics at the sortation centre through continuous training of new and experienced staff.

Health and Safety Ambassador:

- Positively create dialogue between all staff and leadership about health and safety concerns.
- Actively conduct and report health and safety inspections of the warehouse

Sortation Associate – PMP Recruitment, Weybridge (October 2020 – September 2021)

- Successfully work in a fast-paced environment effectively and calmly.
- Get offered a permanent contract with Amazon based on performance.

Food Runner – Sodexo Virgin Atlantic Clubhouse, Heathrow (August 2019 – August 2020)

- Consistently provide excellent customer service.
- Work well in a fast paced environment.

Team member – Sushidog, Westfield London (May 2019 – August 2019)

- Quickly became a team leader.
- Offer excellent and consistent customer services.
- Ensure food safety is always met.

Security Agent/X-ray operator – Mitie Aviation Security, Heathrow (October 2016 – August 2017)

- Meticulously x-ray baggage at Heathrow ensuring safety of all passengers and staff.
- Effectively communicated with colleagues and management to ensure swift and effective responses to issues that may arise.
- Recommended for promotion by supervisor as result of my commitment and reliability.

Work experience

Operation assistant – Mitie Technical Services, South Bank, London (August 2018, 2 weeks)

- Gathered, organised, and modelled data to assist management in making key decisions.
- Actively completed tasks and gathered data using different functions of Microsoft Office.

Sports

- Member of University of Kent, Team Medway Taekwondo