

# Laurie Mustafic

## Curriculum Vitae

DOB: 10/03/1984

19 Monkton Road  
Honiton  
Devon  
EX14 1PZ

Tel: 01404 45848  
Mobile: 07894 792706  
email: lauriemustafic@gmail.com

### **Personal Profile**

Ability to manage and work as part of a team and individually  
Able to learn new skills quickly  
Good communication skills  
Enjoys meeting new people  
Well organised, enthusiastic and reliable  
Very good computer skills  
Willing to undertake most work at manager's request

### **Employment History**

**November 2009 - Current**  
**Moo Media ([www.carpages.co.uk](http://www.carpages.co.uk))**  
**Higher Metcombe, Devon**

#### **"Editorial Assistant"**

Maintain and update [www.carpages.co.uk](http://www.carpages.co.uk) car and motoring news sections, creating news articles and manipulating images to upload to the live website.  
Maintain and update [www.carpages.co.uk](http://www.carpages.co.uk) database, including monitoring car manufacturer dealerships as well as independent dealers and related motor trade websites.  
Provide background research for car reviews, including manufacturer specifications, previous review information, review layout guide and personal views.  
Test drive and photograph review cars and manipulate images using Adobe Photoshop ready for reviews.  
Create car review webpages from Word documents and upload to live website, with relevant images.  
Check reviews for correct spelling, grammar and punctuation prior to uploading.  
Contact manufacturers as and when required in order to request further information and images for news articles and reviews.  
Attend Manufacturer Press events to photograph and test drive cars.  
Create, update and maintain car database, to provide a "quick review" of all current models

available on the market, including manufacturer specifications, pros and cons of each car.  
**£15000 pa**

**October 2009 - current**

**Liz Hames (Editor, The Lemon Tree fanzine)**

Design, creation and upkeep of [www.lemontreefanzine.org.uk](http://www.lemontreefanzine.org.uk), an unofficial fanzine for Robert Plant.

Using Adobe Dreamweaver, PHP, HTML and CSS

**£25 per hour**

**April 2008 - November 2009**

**Robert Owen Communities**

**Westcott Mill**

**Honiton**

**"Senior Support Worker / Computer Skills, Photography & introduction to Basketball Workshop Leader"**

Responsible for all stock including workshop materials, housekeeping and facilities. Re-ordering items as and when required.

Service Advisor to area manager.

Ensure building and facilities are safe, suitable and maintained, repairing and booking maintenance services.

Ensure day to day running of the service.

Maintain all safety aspects of the service including Fire Safety, Health and Safety policies and risk assessments.

Responsible for invoicing service users for services rendered.

First point of contact for service users, carers and parents.

Communicate between Senior Management and Service Staff.

Ensure service is run with environmental efficiency.

**April 2007 - April 2008**

**Robert Owen Communities**

**Westcott Mill**

**Honiton**

**"Service Manager / Computer Skills Workshop Leader"**

Promotion to Service Manager to include workshop leader.

Responsible for Service finances including ensuring budgets are maintained.

Rebudgeting as and when required to ensure service runs to full potential.

Ensure building and facilities are safe, suitable and maintained, repairing and booking maintenance services.

Responsible for all stock including workshop materials, housekeeping and facilities. Re-ordering items as and when required.

Maintain workshop occupancy levels, selling services to relevant organisations to ensure workshops are full.

Create and maintain all safety aspects of the service including Fire Safety, Health and Safety policies and risk assessments.

Communicate between Senior Management and Service Staff.

Team management.

Responsible for invoicing service users for services rendered.

Responsible for recruitment and selection of new staff members

First point of contact for service users, carers and parents.  
Ensure service is run with environmental efficiency.

**July 2005 - November 2009**  
**Leisure East Devon**  
**Honiton**

**"Young Adults Basketball Coach"**

Assess skills and abilities of young adults, provide and teach basketball skills and instill confidence.

**May 2004 - April 2007**  
**Robert Owen Communities**  
**Westcott Mill**  
**Honiton**

**"Computer Skills Workshop Leader"**

Working with adults with learning disabilities in their day to day lives.  
Responsible for upkeep and maintenance of the workshop and 9 workstations.  
As part of a team, ensure the building and facilities are kept up to a safe and usable standard suitable for service users.  
Be a point of contact for service users in need of support and advice.  
Assess "Service Users" skills and abilities and deliver learning and skills based upon assessment and individual "Person Centered Plans".

**April 2002 - May 2004**  
**Barclays Bank PLC**  
**Honiton**

**"Cashier / Machinist" + "keyholder"**

Responsible for morning and evening security checks of premises.  
Respond to alarm calls, regardless of time, to unlock the building for security personnel.  
Dealing with customer's accounts and products.  
Individual responsibility for processing cheques and credits from customers. Sorting processed cheques and credits for the processing office.  
Maintain high standard of customer service and corporate image.  
Dealing with bank customers on the "floor" directing them to relevant areas of the bank.  
Working as part of a team to monitor, organise and fill cash machines within allotted time-based targets.  
Ensuring personal till and Bank safe is balanced daily.  
"Cold" and "warm" selling of Bank products, such as loans and credit cards, to customers in order to meet weekly targets.

**Other Experience**

- General Builder's Labourer
  - floor and wall demolition
  - install underfloor heating
  - general cleaning
  - paint stripping
  - decorating

- bathroom installation
  - first fix of sewage and drainage system
  - lay wetroom tanking
- install loft insulation
- install ducting for extraction fans
- fix, maintain and fit guttering
- lay concrete base for fireplace
- mix concrete and plaster as required
- sand and fill door linings
- clear driveway rubbish and rubble into skips

#### Plasterer's Mate

- prepare walls ready for plastering
- fit beading
- re-plaster chases for electrics

#### Electrician's Mate

- support for first and second fix of house electrics
- clean sockets and switches of over-plaster ready for second fix
- wire, install and set up house alarm system
- fit and wire extraction fan
- fit LED downlights in bathroom
- wire and fit ceiling downlights

#### Garden Maintenance

- trim back and clear bushes and weeds
- cut lawn
- rake and burn leaves
- remove parts of concrete pathway
- clear garden waste
- burn garden and building waste
- remove small roots and stumps by hand
- use mini digger to remove tree stumps and roots

### **Education and Qualifications**

Managing Staff Effectively  
*October 2006*

Practical Environmental Management Plus  
*March - June 2006*

Introduction to Health and Safety in the workplace  
*June 2005*

Appointed First Aid  
*January 2005*

City & Guilds 7302 - "Delivering learning"  
*2005 January - August*

Awareness and Prevention of Abuse  
*November 2004*

The Origins of Challenging Behaviour  
*November 2004*

An Introduction to Learning Disability  
*October 2004*

GCSEs - Honiton Community College  
*1999 - 2000*

English Literature - A  
English Language - A  
Science (Biology) - C  
Science (Physics & Chemistry) - C  
Maths - C  
French - D  
Dram0a - A  
History - D

### **Hobbies and Interests**

Surfing on the North Devon Coast  
Basketball and personal Fitness  
Cooking  
Photography  
Computers - programming, repair and maintenance  
Technology and gadgets

### **References**

available on request

Laurie Mustafic Sample Writing  
SUZUKI SWIFT REVIEW

Driving through town will put a smile on people's faces with the fun, stylish design of the Suzuki Swift. The combination of headlights sweeping back into the front wings, chunky broad wheel arches and deep solid looking rear-end, finished nicely with a roof spoiler (optional) give the car a great overall look.

The Suzuki Swift, often considered the MINI's cheaper little brother, has good looks, good fuel efficiency and a good pricing structure, starting at £8,260.

Suzuki have set their sights on urban driving with the Swift, being able to boast real life figures of 35 - 55mpg throughout the petrol models (50 - 70mpg with the Diesel).

Whether nipping down to the shops or motorway driving, you will feel in control. The driving position gives you the confidence and visibility of driving something much taller, like a people carrier, whilst at the same time giving you the feedback of a sporty car through the steering wheel, so you know how the car is handling.

The Swift was the initial part of Suzuki's programme to bring its compact car market position up to par with its motorcycle brand.

Although built in Japan, Hungary, China and India, the development of the Swift primarily targeted the European market's demands and tastes. Much of the chassis engineering and development was based on European road and track testing. As a result, we have an original, sporty and smart design which will still realise international demand. The Swift develops the styles originally seen in Suzuki's concept cars, and demonstrates the current trend of taking established market areas and building on them.

Looking at the car head on gives you the feeling of a chunky broad car that wants to be driven. Optional bonnet and roof stripes give a welcome dynamic, sporty look to the slightly bulbous bonnet.

Side on, the Swift looks sleek and the backward slanting lines along the length all add to its dynamic look. Go for the 1.5 GLX or DDiS model, and gain air conditioning, alloy wheels, front fog lamps and keyless entry and engine start up.

The keyless entry and start make the 1.5 GLX and DDiS models all the more appealing. On each door and the tailgate is a button which when pressed will lock or unlock the car. Coming back to the car with bags of shopping, it is much easier to press a button than fumble around for car keys. Combine this with the light touch electric catch and the tailgate opens with the greatest of ease.

An additional point, showing the thought Suzuki put into the system, is the security offered when unlocking the car. A single press of either the key fob or button on the car door will only unlock the driver's door. (Pressing a second time will unlock all doors). This means that if you enter your car in a dark car park or somewhere you don't feel safe, you know that no-one can jump in the passenger door.

The driver's seat is extremely adjustable offering seat height adjustment, again adding to the feeling of driving a taller vehicle, as well as a tilt-adjustable steering column.

Passengers will feel reassuringly safe in the Euro NCAP awarded four star protection, driver and passenger airbags as standard alongside full length curtain airbags, accompanied by brake and clutch pedals that retract upon impact to reduce risk of injury to the driver.

The bonnet, wings, wipers and front bumper are all designed to collapse on impact to absorb impact energy progressively, reducing the risk of injury to pedestrians, awarding the Swift three stars in the Euro NCAP tests. A high result for a compact car.

With one of the widest bodies in its class, combined with a long wheelbase, you get more room inside the car. The boot space offered is more than most superminis, at 213 litres, with a mid-height removable partition to give you more flat space, this can be folded and tucked neatly away inside the boot. Fold down the 60:40 split rear seats and the area is more than doubled at 562 litres.

The model line-up offers a choice of 1.3 or 1.5-litre petrol engines in three and five-door body styles, and a 1.3 DDiS diesel engine in five-door guise. The 1.3-litre models are available in GL grade, while the larger petrol engine and diesel models offered in GLX grade. Finally topping the bill is the 1.6 Sport.

The Swift has been designed to perform in urban driving and on country roads. The 1.3 and 1.5 litre engines were specifically chosen for their powerful performance at low to mid range speeds. The 1.5 litre

boasts the VVT badge (*variable valve timing*) which improves overall performance throughout the rev range.

The 1.3 litre reaches 62mph in a respectable 11 seconds, the 1.5 litre reaching it a second quicker. Both engines offer good fuel consumption and reduced CO2 emissions. All models can obtain over 40mpg, including both the 1.5 automatic and the 1.6 Sport twin-cam.

The Swift Sport truly is Swift by name and by nature. The twin-cam 1.6-litre VVT engine is borne from the Junior World Rally Championship offering the best performance of the range, reaching 62mph in just 8.2 seconds (faster than the Mini Cooper).

The styling of the Sport has been tweaked in order to up performance and improve the car's looks even further. The front bumper is deeper, with a lower grille, a redesigned rear bumper with dual exhausts. The interior features colour coded trim and sports seats.

Overall, the Suzuki Swift is a great contender in the supermini lineup. If you are a looking for a city car, then you will have no qualms in choosing the Swift. If you are taking the car for longer drives, again you will have nothing to complain about, the ride is comfortable, the gear changes smooth and short, and the engine quiet. The styling , optional extras and colour options cover most peoples demands and tastes. My only picking point is that if you use a roof rack with nothing on it, there is an extremely loud whistle. Having spoken to a dealership about the issue, we were told there is nothing that can be done about this.

Laurie Mustafic - Sample Writing  
"My Ordinary Life"

*Monday*

*7.30am - alarm clock*

It's raining again. April is one of those months that goes real slow with nothing in the short term to look forward to; Christmas holidays done, Easter holidays done, only the occasional hint of summer being on it's way on the odd day here and there. Ugh.. School. Monday morning. School. OK so I suppose I'd better get up for a shower. 7.31AM - I cant got on such an awkward number, I'll wait for 7.35AM.

Being in bed is so nice, I often think that it would be great to be awake whilst I sleep, then I could really enjoy it. If I could design the ideal bed, it would go rock solid and cold when the alarm goes off, then I might be motivated to get out of bed. Possibly.

*8.30am*

Really, I suppose I'm lucky. There's nothing bad in my life, it's pretty normal. I'm 16, OK looking - atleast, I'm not scarily ugly, "average" build, no illnesses or anything in particular to complain about with the exception of acne - but then that's part of growing up right? - and, as so many people seem to enjoy telling me, I'm living the best years of my life. Really? In school? Adults say some bizarre things.

So here I am, walking to school in the rain - you know that miserable drizzle that gives everything a grey tinge and creates big puddles that you just cant avoid, so ALL day, you'll have wet trousers? Great.

I used to love going to school in the rain when I went to primary, because rain meant "wet play". As we couldn't play outside, we were allowed to muck around in the hall. Although at the time I don't think I was old enough to put my finger what it was, there was something

great about that. Thinking back now, I realise it was the atmosphere, all of my friends, all in one place and just mucking around with nothing to worry about. Great times.

Back to community college, and my tutor room is in the maths block, up the stairs, first on the left. As I'm walking up the stairs, I walk past the older tutor groups downstairs, there's some people I know, I wave, as I do every day. As I get closer to my room, I can hear the rest of my tutor group, and the sound is similar to the atmosphere from primary school. So I go in and bask in the warm, friendly atmosphere. Rain in my tutor group means one thing; cards. Little did I realise at the time just how far this little tradition would carry. A group of around five of us play a game called poo-head. I've never understood the name, but it was besides the point really. The cards come courtesy of a really fat lad called John Arstine. He smells, and when I say smell, I *mean* smell but he comes bearing cards, so we put up with it.

#### *8.45am - First Bell*

First bell means time for registration so right on time, in comes our tutor, Mr Johnston - blue class register in hand - ready to go through our names one by one. He's a nice enough chap, but he gets a hard time from most of the kids in school; as he's talking, spit collects at the corners of his mouth and if you are unlucky enough to be sat in the front row, you might just get an eyeful. If someone winds him up to the point of him shouting, get out your umbrella as there's going to be one hell of a shower. Kids in the fourth row back have been known to catch it when he really shouts. For this reason, he has been given the nickname "Spitfire".