

FULL NAME

Curriculum Vitae

Address

Mobile Number

Email

Profile:

I am a highly motivated graduate having recently completed a psychology and sociology degree with the expectant grade of upper second. I am hard-working, enthusiastic and able to learn very quickly in any environment. I can develop my own ideas and solutions to complete tasks within deadlines. I am confident that I can quickly become of use inside your company.

- Gained work experience with the Central Finance Unit in Rugeley that extended to court service in Stafford, helping me express outstanding professionalism in difficult situations as well as experience in office related work.
- Work in retail during A Levels resulted in the start of excellent time keeping and organisational skills.
- Enthusiastic and display high levels of energy.
- Further work in retail has proven that I give continuously great customer service and work well within a team as well as individually.
- Hobbies in textile creation have helped me broaden my creative and problem solving side.

My objective:

University has given me skills and knowledge that can be developed further in a broad range of settings. I am seeking to apply what I have learned in my course content and the experience gained during the duration of time at University within a professional setting. I am ultimately looking for a position which is challenging and rewarding and can let me show my full potential.

Key Skills & Relevant Degree Modules:

- Professional Development; where I improved upon my key skills over a constant three year period
- Individualism and Society; expressing sociological theory to individuals and how it might affect society today
- Research, Theory and Practice; using databases such as SPSS and Microsoft Office including Excel
- Culture, Media and Consumption; reviewing how culture is shown today and applied to real life
- A broad range of psychological areas; looking into how our brains work and why we do certain things

Education:

2010- 2013, University

BSc. (Hons) Undergraduate Degree in Psychology and Sociology. Predicted grade: 2:1.

2003-2010 School

A Level (3 passes at grades B,D,D)

General Studies B, History D, Psychology D.

AS Level (1 pass at grade D)

English Language and Literature D.

GCSE (1 pass at grade A, 8 passes at grade B, 1 pass at grade C)

Expressive Arts A, Religious Studies B, Mathematics B, Science B, Additional Science B, D&T: Food Technology B, Home Economics: Child Development B, English B, English Literature B, Business Studies C.

Additional:

OCR Level 1 Certificate for IT Users (New CLAiT)

Personal Information:

DOB: 30/03/1992

Highly proficient in Microsoft Office

Type speed: 61wpm

Full clean driving licence; Own car can be bought on employment, Non smoker

Interests include Textile Design, Baking, Socialising, Property

Employment details (p/t during study)

- Sales Assistant at both TJ Hughes and Marks and Spencers, responsibilities including; general housekeeping, till operation, ensuring great customer service, assisting customers on the phone, display work, maintaining stock.

References available upon request