

# **Name**

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## **PERSONAL STATEMENT**

Second year Biology student at the University of York with strong analytical, problem solving and communication skills, currently looking for a work placement. Motivated, honest and friendly, with experience of working with children and young people, and currently publicity officer for the Juggling Society. In my spare time I also enjoy cooking for friends and playing badminton. I am looking for a work placement that will allow me to apply the skills and knowledge I have been gaining in my degree in the workplace.

## **SKILLS PROFILE**

### **Communication**

- Learned to deal with customers tactfully and diplomatically through paid and voluntary work and can work effectively with people from a range of backgrounds, abilities and ages.
- Developed excellent presentation skills from giving individual and group based presentations at seminars;
- Communicated scientific information in a creative way by making a poster presentation about a group project

### **Team Work**

- Worked regularly as part of a team for degree course projects and lab practicals
- Collaborated with staff and youth club users to organise activities
- Committee member for the Juggling Society; regularly attend meetings to discuss and plan future activities.

### **Problem Solving**

- Developed strong analytical and problem solving skills through my course
- Regularly found solutions to customers' problems in a calm and efficient manner when working at SaveMore.

### **Computing/Admin**

- Competent user of Microsoft Office and PowerPoint. Regularly use the internet for research
- Administrative skills including reception, switchboard, drafting correspondence and filing.

## **EDUCATION AND QUALIFICATIONS**

2018 - 2021 University of York

BSc Ecology 1st year modules: Molecular Biology and Biochemistry; Genetics 1&2; Microbiology; Cell and Developmental Biology; Physiology & Adaptation in Plants & Animals; Ecology; Research Skills

2011 - 2018 Allgon Comprehensive, Lostshire

A Levels: Biology, Chemistry, Computer Science, General Studies AS Level: English

## **WORK EXPERIENCE**

February 2018 - Ongoing, Publicity Officer, University of York Juggling Society

- Promoted activities of the society resulting in an increase in membership of 200%
- Planned juggling demonstrations in collaboration with other committee members, offering 6 demonstrations per term
- Organised social events including the annual juggling competition attracting 80 entries

March 2018 - March 2020, Volunteer Youth Worker, Heathfield Youth Centre

- Organised and facilitated activities for 30 young people aged 12-16
- Collaborated with a group of 8 teenagers to create a sensory garden for the local community

July - September 2018, Data Processing Assistant (stock control), C & R Engineering, Sleaford

- Entered data accurately to fulfil orders
- Developed knowledge of specialised data platforms

April - June 2018, Volunteer Tutor, York First Primary School

- Facilitated classroom-based learning activities for individual pupils and groups of up to 8 children
- Proposed and designed 3 new science projects for 6-8 year olds

July - August 2017, Care Assistant, Shire Residential Home, Sleaford

- Provided personal care to residents

2015 - 2017 Retail Assistant, Co-Op, Leicester

- Customer service in busy local supermarket