

Alice Tanner

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EDUCATION

2018- 2021 **BA History, University of York (expected 2.1)**

- Developed public speaking skills through contributing to seminar discussions clearly and concisely and in a well-informed manner.
- Developed the ability to research and analyse large amounts of information and condense into written assignments.
- Explored the impact of philanthropy in Britain (1912- 1952) through dissertation, developing understanding of how charities work, fundraising and legacy giving.

2011 - 2018 **Highgate Secondary School, Leeds**

A-Levels: History (A), Chemistry (B), Mathematics (B)
AS Level: English (B)
GCSEs: 10 A-B including English, Maths, Science

WORK EXPERIENCE

2019 - present **Student publication at the University of York**

- Features Editor of the University of York student newspaper managing the work of 3 colleagues and a number of freelancers.
- Making decisions on content and layout, liaising with contributors, proofreading and promotion of the paper on campus.
- Skills: experience of working to deadlines, organisational skills, written communication, attention to detail and diplomacy. Also gained an understanding of how to write for a specific audience.

2016 - present **Retail Assistant, Asda Superstores, Leeds**

- Part-time work, initially based in checkouts but moved on to the busy customer service desk, handling more than 50 queries and complaints per hour.
- Skills: working under pressure, dealing with difficult situations, adapting communication style.

July-Aug 2019 Marketing assistant, Ford Motor Company, Essex

- 8 week vacation placement in international marketing. Worked on several projects including the launch of a new medium-sized van.
- Skills: business awareness; meeting deadlines; teamwork ; planning and organising; experience of developing marketing and publicity materials.

April 2018 Yorkshire Evening Press, Leeds

- Completed two weeks work experience which involved designing the 'What's On' guide, contributing a 350 word feature on the National Museum of Film and Photography.
- Administered a range of clerical and proofreading duties.

June – Aug 2018 Camp Counsellor, Camp America

- Managed the planning, organising and leading a programme of activities and entertainment for a small group of children aged 9-13 at an American summer camp.
- Skills: planning and organising; creative thinking and problem solving; counselling and communication skills, particularly encouraging, negotiating and persuading.

OTHER EXPERIENCE

University Hocking Club Committee Member

- University hockey committee member, responsible for organising 3 weekly training sessions and more than 20 fixtures per year.

Conservation Society Volunteer

- University of York Conservation Volunteer, complete practical conservation tasks in teams in and around North Yorkshire, such as building fences and footpaths, digging ditches and planting trees.

History Course Representative

- Student Representative for BA course, demonstrating leadership and diplomacy skills by acting as liaison between students and departmental staff and attending Board of Studies meetings.

SKILLS

Computing

- Proficient at using MS Access, Minitab, GIS, Microsoft Windows, Word, Powerpoint and Excel.
- Good word processing, data manipulation, internet and database research skills.

Languages:

- Fluent in Italian, conversational French and basic German.