

## **Curriculum Vitae**

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### **Personal profile**

As a highly motivated individual with experience in management, community development work and retail, I have the capabilities to adapt my skills with a flexible can do approach to different environments, providing any potential employer with an honest and committed member of the team. Previous experience within these roles has utilised my excellent verbal and written communication skills through report writing and attending management meetings whilst working with a diverse range of individuals and groups, alongside my abilities to effectively manage people and problem solve with excellent positive results.

With a number of completed training courses and further education I am keen to grasp any opportunities for personal and professional developments to enhance my skills set and demonstrate my abilities to any potential employer.

### **Employment History**

September 2006 – March 2013 (redundancy)

#### **Team co coordinator** Goodwin Development Trust

My role involved Team management in supporting safer stronger communities, partnership working to achieve positive outcomes for elderly and vulnerable residents. Attending multi agency tasking meetings and facilitating the organisation of social inclusion events.

April 2006 – September 2006

#### **Education and Employment Co coordinator** Mencap

Supporting service users to access employment and training opportunities, liaising with employers across the city.

June 2005 – April 2006

#### **Community Warden** Goodwin Development Trust

Promoting safer stronger communities whilst providing high visibility patrol and partnership working.

August 2000 – June 2005

**Customer Service Advisor** Comet Group PLC

Customer enquiries and issues, liaising with insurance companies to resolve home insurance claims quickly and effectively.

**Education and Qualifications**

6 GCSE grade A – C including English and Maths

2 A levels in Psychology and Media Studies

Currently completing part time BA hons in Social and Behavioural Studies at Hull University

**Training Courses**

Community interaction skills

Health and safety

Manual handling

Weight management and nutrition – 16 credits

Safeguarding children

Safeguarding adults

Discrimination and advocacy

Introduction to health issues

Mental health first aid

Alcohol awareness

Community engagement

RSA level 1

**Interests and Hobbies**

During my spare time I enjoy days out along the coast and spending time with friends and family as well as walking with our family dog. I have a keen interest in crafts such as sewing and designing items with a passion for reinventing old furniture.

**References are available upon request**

