

Elizabeth Tomlinson

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Personal Profile

A highly enthusiastic, self motivated worker. I am keen to begin my career in a job involving languages. I have a major passion for languages and speak English natively but also have a high proficiency in both French and German. I have also completed qualifications in Mandarin and Latin. I am someone who is always prompt and possesses great communication skills which makes me ideal to be a team leader as well as a team member. I strive to achieve the best, meaning I can be a perfectionist at times. I would also say I am a loyal and trustworthy individual and can be relied upon to complete tasks promptly and to a high standard. I have experience with software such as WordPress, Office Products and having ran a highly successful travel and lifestyle blog since 2012, I have a great understanding of Domain Authority, Search Engine Optimisation, amongst others.

Education

A Level Grades 2019

Cardinal Newman College

Subject	Grade
German	A*
French	A*
English Literature & Language	A

GCSE Grades 2017

Saint Aidan's Church of England High School

Subject	Grade
Maths	8
English Language	7
English Literature	6
Biology	A*
Chemistry	A*
Physics	A*
German	A*
French	A*
Geography	A*
RE	A*

Other Qualifications

Cambridge Latin Course Certificate of Completion- Accredited in September 2016

Mandarin FCSE – Distinction 2016

Grade 5 Musicianship ABRSM Qualification 2016

Grades 1-5 Flute ABRSM Qualifications from between 2008-2016

Grades 1-3 Piano ABRSM Qualifications from between 2007-2010

Grade 2 LAMDA Qualification 2008

University of Houston Certification – The Bilingual Brain 2017

Work Experience

Blackpool Football Club

October 2017 — Present

Admin Assisstant and Match Day Log Recorder

My role at the football club involves the registration of stewards and assigning their designated jackets. My other jobs include transferring data into club spreadsheets and filing any necessary paperwork. I also help with the match day log which requires me to listen to the reports of security related problems around the ground and summarise them in a report. This job requires a lot of concentration and the ability to multi- task. In addition to normal match day shifts I have also worked for the Rugby League and at a concert completing the same job just over a longer period of time.

HSM

May 2016 — May 2016

Help at International Sales Department (Self Organised Work Experience Placement)

For my compulsory week of work experience, I went to HSM in Frickingen, Germany to learn more about the role of a person working in the international sales department. During the week I was responsible for creating excel tables for the use of the permanent employees using German Software. I also transferred information from a partner about sales details which included translating Chinese characters which I was able to do from my Mandarin experience. To add to this, I helped the employees with their filing and tidied the office all whilst conversing in German with the employees.

JP Quality Catering

Nov 2015 — Feb 2019

Waitress

My post as a waitress involves working as part of a team to ensure we create the best possible atmosphere for the customers. I serve meals along with my other colleagues and as a team we organise roles and jobs depending on requirements meaning we have to use initiative and think analytically in order to work as effectively as possible. I therefore have good communication skills as I am able to interact with the customers to a degree and I know how to formally respond to keep the customers happy. I am also often solely in charge of serving the customers.

Fleetwood Town Football Club

Oct 2014 — May 2019

Security Staff

Temporary cover work at Fleetwood Town Football Club with the security team logging incidents on a designated database. I am required to listen to the radios from members of staff around the stadium and summarise the reports accordingly and log them for security purposes in the spreadsheet.

Lifeline Language Services

Aug 2018 - Aug 2018

Help with Admin (Self Organised Work Experience Placement)

During my time at Lifeline Language Services, I got to grips with translation software such as Trados and Memo Q. My main jobs consisted of reading through the CVs of French translators and interpreters and highlighting relevant qualifications and specialisms then proceeding to input this data into a database. My work benefitted the company as it allowed them to easily search for particular skills needed for a particular job.

Saint Aidan's Church of England High School

Jul 2019 – Jul 2019

Language Assistant Duties (Self Organised Work Experience Placement)

I helped in the languages department at Saint Aidan's High School, observing lessons and helping students in larger classes who were struggling with vocabulary in French and German lessons. I also taught some students on a one to one basis. These students were those who were struggling to keep up with the pace of the lesson, or students who were excelling and wanted extra support to reach higher grades. I generally taught grammar, for example the perfect tense in German and adjectival endings. In addition to this, I helped the pupils with foreign language conversation practise, therefore I have experience working with photo cards provided by exam boards.

References

Catherine Edwards – HSM Head of International Marketing and Sales
Jim Barnes - Assistant Safety Office at Blackpool Football Club

(Contact details available upon request)

