Molly Bishop

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# Education

## WOOD GREEN SCHOOL | 2009-2016

* 10 GCSEs A\*-B
* 3 A Levels A-B

## QUEEN MARY, UNIVERSITY OF LONDON | 2016-2019

* BA History
* First Class Honours

## BIRKBECK, UNIVERSITY OF LONDON | 2019-2020

* MA History of Architecture

# Experience

## RETAIL | SEPTEMBER 2014-JUNE 2019

* At Subway, I was trusted as a keyholder and trusted in opening and closing the shop, meaning that I have experience in handling petty cash and leading a team.
* At Clarks, I underwent a three-month course to become a trained fitter. Later, I was trusted to train new staff members and take on administrative responsibilities. This has allowed me to develop my leadership skills.
* At Arc Recruitment, I worked at various event locations which meant I had to frequently adapt to new working environments and establish good working relationships with colleagues.

## GRAPHIC DESIGN | REDBUBBLE | JULY 2018-JUNE 2019

* I created unique designs and marketed them online, building my skills in marketing and creativity. I have good knowledge on promoting products on various social media platforms. I achieved hundreds of sales each month.

## editor | QUEEN MARY HISTORY JOURNAL | SEPTEMBER 2018-JULY 2019

* This collaborative team environment has nurtured my ability to work well with a range of colleagues and to collaborate on projects. My skills in editing and proofreading have been refined during this time.

## AMBASSSADOR AND VOLUNTEERING | TEAM BIRKBECK, UNIBUDDY | SEPTEMBER 2019-PRESENT

* As a student ambassador for Team Birkbeck, I take on the responsibility of championing Birkbeck’s Mission Statement of tolerance and diversity. I promote the university to prospective students at various events across the city.
* Unibuddy is an optional volunteering service with Team Birkbeck, and I give tailored advice to individual prospective students, assisting with the writing of personal statements and the university application process.

# Skills & Abilities

# Outstanding Communication Skills

# Excellent at Balancing Tasks

# Computer Literate; Microsoft Office Suite, Photoshop