**Manpreet Kaur**

 **Birmingham, B11 3EH**

 **07401757975**

**manikaur28mk@gmail.com**

Personal Statement

I am a 2nd year Psychology undergraduate student, seeking a placement in Human Resources and Business, to support my technical knowledge in Microsoft programming. I am highly eager to learn more about what makes a business work successfully and am passionate about providing good quality service. I have a keen interest in the helping others to progress and learn. This is demonstrated in my 2 years of experience as a childminder and volunteer teaching assistant.

Education

* **Aston University, Birmingham Sept 2018 - Present**
	+ **BSc (Hons) Psychology** - Sandwich degree (predicted 2:1)

Key modules: Social Psychology, Cognitive Psychology and Research Methods and Statistics

Areas of interest: Consumer psychology, market research and sales, brand image

Skills gained: Introduction to the functions of SPSS, confidence in producing written reports and communicating ideas effectively during group work, good time management skills

* **The Sixth Form College, Solihull Sept 2016 - July 2018**
	+ **3 A levels:** History (C), Law (B) and Psychology (B)
* **Hall Green School, Birmingham Sept 2011 - July 2016**
	+ **10 GCSEs**, A\*-C, including English Language (C) and Maths (C)

Work Experience and Volunteering

**Childminder, Birmingham Dec 2016-Present**

*Began childminding in order to balance studies with learning about children*

* Complying with health and safety regulations - keeping the child (between 0-11 years old) safe and cared for
* Ensuring the client and child receive the best quality experience possible from me by tailoring for them - such as giving them meals and activities that they would enjoy, requiring strong communication skills with the parents and children
* Being responsible for observing young children as they interact with each other

**Volunteer Teaching Assistant, Yorkmead Primary School, Birmingham Feb 2016-July 2016**

*Worked here in order to gain experience of working with children in an educational setting*

* Supervised young children in the classroom, library and playground
* Organised wall displays, which needed good planning and an eye for detail
* Aided small groups of pupils on and worked one-to-one with pupils
* Helped children prevent and resolve conflict, through effective communication
* Learned about their specific needs and actively met them using problem solving skills
* Communicated with and helped colleagues in any way required of me, which meant I had to be flexible and a team player

**School Tour Guide, Hall Green School, Birmingham 2012-2016**

*Volunteered in order to work on my social and verbal communication skills*

* Showed potential students and their parents around the high school, promoted the school and confidently answered any questions they had, on Open Evening, annually
* Actively showed them how their needs are catered to - for example; demonstrating the wheelchair lifts

Specific Skills

* IT - Competent in Microsoft Word, PowerPoint and Excel
* Linguistic - Can speak conversational Punjabi

Extra-curricular Activities

* Member of the Sikh Society, Aston University, Sept 2018-Present
* Member of the Teaching Academy, The Sixth Form College Solihull Sept 2016-July 2018

Interests

* I enjoy reading and listening to fusion music. Physical fitness is also important to me - I go to the gym and dance regularly. Alongside this, I am also learning how to cook Indian and Italian meals.

References

* References available upon request