

Katrina Dutton

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Profile

A self-motivated, creative student on track to achieve a 2:1 in French and Spanish from the University of Reading. Looking for a London-based position where strong interpersonal and communication skills can be used to the maximum. Committed to personal development and acquiring new skills.

Education

University of Reading - BA (Hons) French and Spanish (predicted 2:1) **09/16 - present**

- Have finished degree, having completed a year abroad split between Université Grenoble Alpes, France and Universidad Autónoma de Madrid, Spain allowing considerable development of communication and language skills.

Strathearn School, Belfast

09/09 - 06/16

- A-Levels: French (A), Mathematics (C), Biology (C)
 - GCSEs: A*, 6 As, 3 Bs (including English and Mathematics)
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Work Experience

Social media manager - Spaceship Earth Charity **01/20 - present**

Volunteer for Spaceship Earth Charity, controlling social media channels including Facebook, Twitter and Instagram using Crowdfire, a social media management tool. Role involves regular meetings with other volunteers as well as uploading interesting content to counter fake news and educate the public.

Undergraduate Research Opportunities Programme - The University of Reading **07/19 - 09/19**

Successfully obtained a six-week placement with the university. Roles included independent research, managing the university's Facebook and Twitter accounts as well as designing a questionnaire. The purpose of the research was to truthfully represent the experiences of students from the University studying at French universities. Placement required initiative and self-motivation and has considerably enhanced analytical, research and communication skills.

Reading Film Theatre Placement - The University of Reading **01/17 - 04/17**

Completed a voluntary marketing work placement at Reading Film Theatre (RFT) working alongside a group of other volunteers, meeting on a weekly basis to discuss progress. Overall aim was to increase the awareness of RFT, whilst maintaining the core values of this independent cinema. During the placement full responsibility was taken for managing different social media accounts such as Instagram and Twitter. Creativity skills were enhanced by designing and distributing posters to advertise upcoming films.

Classroom Assistant **09/15 - 04/16**

Volunteered as a classroom assistant at Penrhyn Primary School, Belfast in order to gain an understanding of teaching. Role included helping children aged six to seven with their work and completing administrative tasks for the teachers, thus strengthening organisational skills.

Kainos - Belfast **01/14**

Undertook a work experience placement which provided the opportunity to meet staff and software developers from Kainos. New ICT skills were learnt such as developing an Android app for a mobile phone following the full process from idea generation through to development, testing and launch. Time was also spent developing a game using a range of technologies such as Raspberry Pi. This experience enabled the development of analytical and problem-solving skills.

Young Leader Work Experience **10/13 - 03/16**

Volunteered on a weekly basis at Knock Presbyterian Church Girl Guides for three years. Experience involved playing an active role in the section by working as part of a team, but most importantly acting as a positive role model for the young people. Elected to run games nights at least once a month, which required creative skills to think of new enjoyable yet educational activities suitable for the young people.

Employment History

Private tutor - August 2019 to present

Ongoing French tuition to a GCSE student on a weekly basis, requiring lesson plans and creativity to think of innovative and exciting ways to engage the student. Experience has also enabled development of organisational and time management skills.

At Your Service, Event Staffing (ad hoc) - September 2017 to present

Waitress for this hospitality and catering staffing company. Worked at both Newbury and Ascot Racecourses, Highclere Castle, Farnborough International Exhibition and Conference Centre (Glambassador Event), Porsche Centre Reading (sales event) and various other weddings, parties and private corporate functions. Role requires effective teamwork, in order to ensure a high level of customer satisfaction.

University of Reading Bars Team (ad hoc) - June 2018 to present

Bartender at various university bars. Responsibilities include preparing and serving drinks, using the till and basic cleaning duties. Role requires flexibility and adaptability to changing environments.

La Mon Hotel & Country Club, Belfast - July 2018 to August 2018

Part-time Waitress in Charlie's Bistro & Lounge. Duties included taking orders, using the till, serving food and delivering a high level of customer service. Role required the ability to work well under pressure as well as excellent interpersonal skills in order to give customers the best possible experience.

Sodexo (based at Campbell College Belfast) - July 2018 to August 2018

Part-time Catering Assistant, serving food to youth groups and pupils on school trips. Role required maintaining food safety standards whilst working as part of a team.

Streamvale Farm – April 2013 to October 2013

Worked both in teams and individually to ensure safe handling of the animals. Role required communicating with customers of all ages to relay facts about the animals, and compliance with hygiene and safety standards.

Achievements

- Currently working towards achieving The RED Award (Employability Award). The Award encourages students to make the most of their university experience by getting involved in various extra-curricular activities and volunteering alongside studies.
- ECDL (European Computer Driving Licence) Qualification.
- Completed Bronze, Silver and Gold Duke of Edinburgh's Awards.
- Member of the Yearbook Committee in Strathearn School.

Hobbies and Interests

Travel	Passionate about languages and European travel and a competent speaker of French.
University Societies	Part of the Modern Foreign Languages Society as well as the Latin American and Spanish Society. These societies encourage members to socialise whilst developing language skills. Member of the Reading University Pole Fitness Society.
Art	Avid interest in art, sketching and using acrylics in my spare time. Enjoy being creative and using imagination as a form of relaxation.
Music	Keen musician. Member of the senior choir in Strathearn School and have achieved Grade 5 ABRSM in Piano.
Sport	Have represented school in athletics competitions and currently a member of university gym, attending on a weekly basis to maintain a high level of fitness. Also enjoy running, playing squash, surfing and skiing.

References available on request.