

LYDIA WINKFIELD

CONTACT

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Recent Masters graduate with a First Class undergraduate honours degree from the University of Exeter, looking to secure a graduate position to utilise and further develop my strong analytical skills. I have excellent communication and presentation skills and am excited to start my career and develop my abilities further with practical experience in a fast-paced environment.

IT SKILLS

- Proficient in Microsoft Office and Mac Applications
- Social Media
- Trained in EFACS and company data bases

RESEARCH SKILLS

- Qualitative interviewing and focus groups
- Visual analysis of images and videos

EDUCATION

School of Oriental and African Studies | 2018-2019

MSc Development Studies, Merit

- Highly analytical and critical degree requiring strong research and communication skills in social sciences and economics
- Degree enhanced ability to work to multiple and simultaneous deadlines
- Carried out 10,000 word dissertation titled: Child Soldiers and the Construct of Illegitimate Violence, awarded a distinction
- Dissertation improved ability to liaise with and build relationships with interviewees

University of Exeter | 2015 - 2018

B.A. Geography with honours, 1st Class with College Commendations

- Undertaking research projects in the field has increased organisational and written presentation skills
- 12,000 word dissertation entitled: Women and Western Superiority: Charity as a Vehicle for Ideology
- Enhanced numerical skills and gained proficiency in creating statistical models

The Cheltenham Ladies' College | 2007 - 2014

A Levels: Geography (A) | English Literature (A) | Drama and Theatre Studies (A)

10 GCSEs: A*-B

RELEVANT EXPERIENCE

Gordon Ellis & Co., United Kingdom | 2012- 2020

Customer Service Administrator

- Set up and run four company social media accounts including Twitter, Instagram, LinkedIn and FaceBook
- Answering telephone enquiries and processing complaints. Developed abilities to work under pressure in demanding situations.
- Order entry, requires IT skills to operate efficiently various order systems.
- Cash reconciliation and banking, general office duties: organising schedules and meetings
- Marketing campaigns on Mail Chimp, formatting company brochure and photoshop
- Trade shows, developed confident communication and skills in advertising, built up a new client base for the company and introduced new products

Somerville Library, Ghana | June – July 2016

Librarian

- Selection and organisation of appropriate books and literature
- Cataloguing books
- Reading classes with children aged 11 – 18
- Developed strong inter-personal skills from working with children and adults in different cultural contexts
- Developed cultural awareness

ArcFinance, India | July – August 2014

Intern

- Internship with Indian sector of USAID funded microfinance organisation
- Carrying out market research to improve success and viability of solar products incorporation into microfinance loans, gained vital business and financial experience
- Assisting in reviews of microfinance projects across India and expenses analysis for these projects
- Event planning: assisting in conference organisation and running, creating itineraries and booking travel
- Developed abilities in cross cultural communication and teamwork

OTHER WORK EXPERIENCE

Prestwold Hall, Leicestershire | March 2016 – 2018

Caterer and Bar Tender

- Responsible for catering silver service gala dinners, weddings and conferences, working behind bar serving alcoholic beverages
- Provided excellent customer service and attention to detail in a professional and friendly manner

INTERESTS

- Theatre, Reading, Travelling, Scuba Diving

References available upon request