

Sophie Rodger

38D, Church Lane, Wingfield, Trowbridge, Wiltshire, BA14 9LW

07702638757; sophierodger@ymail.com

<https://www.linkedin.com/in/sophierodger>

Profile

An ambitious, reliable and hard working individual coming to the end of my final year at the University of Exeter, where I will graduate with a 2:1 in BSc Geography in July 2019.

Education

University of Exeter

September 2016 - June 2019

BSc Geography (2:1)

- Improved analytical and computer skills with software such as ArcGIS and MatLab.
- Modules include: Physical Geography Field Trip (70%) Earth System Science: The Future of Our Planet (78%) Earth System Science: The History of Our Planet (70%) Fire ecology and Fire Management (69%) Introduction to Remote Sensing (64%) Applied GIS (63%) Research Design in Physical Geography (66%) International Business History (62%)

Kingswood School, Bath

September 2013 - July 2015

A Levels: Economics & Business (A*) Geography (A) Psychology (B)

AS Levels: Biology (D)

St Laurence School, Bradford on Avon

September 2008 - July 2013

11 GCSEs passed: Maths (B) English Language (A) English Literature (B) Additional Science (A) Core Science (B) Geography (A) Business Studies (A) Religious Education (B) Level 2 Extended Project (A) Physical Education (C) Statistics (2011 - B)

Work Experience

Part Time Accounts Administrator - IT Assist, Bath

September 2017 - Present

- Responsibilities include communicating with the company accountant to prepare company accounts, VAT returns, payrolls and other related documentation as and when required to meet deadlines.

Treasurer, University of Exeter Pole Fitness Society

April 2018 - May 2019

- Responsible for all the societies finances by creating budgets for every event and ensuring the society remains profitable.
- Developed communication with members and outside businesses to organise transactions and making sure invoices are paid.

Waitress - The Bathampton Mill, Bath

April 2017 - December 2018

- Competent in all aspects of customer service in the fast paced restaurant and bar. There was a strong focus on maintaining the high standards of cleanliness, customer care and satisfaction.
- Responsibilities included running a large section of the restaurant, closing the restaurant and training new staff members.
- Awarded employee of the month on several occasions; consistently receiving positive feedback from customers and management.

Publicity Manager, Exeter Women in Business Society

April 2018 - May 2019

- Responsible for all of the societies social media accounts, including Facebook, Instagram and Twitter; which were used to attract new members and communicate events and opportunities in accordance of contracts with our sponsors.
- Contributed to a record number of members this academic year and on average a 50% increase in our social media following.

Health & Fitness Sec, *University of Exeter Pole Fitness Society* April 2017 - April 2018

- Organised and lead a weekly fitness class and successfully made a profit by monitoring attendance.
- Came up with innovative methods to encourage participation such as through Facebook posts.

Temporary Sales Assistant - *White Stuff, Bath* December 2015 - January 2016

- Encouraged customers into the store and maximised sales by assisting customers in the selection and purchase of their items. Making sure the shop floor was fully stocked and neatly arranged at all times.

Additional skills/Experience

Global Leadership Experience with Common Purpose August 2018

- Selected to take part in a trip with Common Purpose to Budapest to develop my leadership skills such as team work, communication and presentation skills while working towards a project on SMART cities and inclusivity. This culminated in a presentation to a panel of judges.

Exeter Leaders Award, *University to Exeter* May 2019

- Awarded for the demonstration of leadership skills and attributes in a role undertaken while at the University of Exeter, in addition to attending a programme of development workshops.

Exeter Award, *University of Exeter* May 2017

- Awarded for recognition of extracurricular achievements, and for developing employability skills through work experience/volunteering plus attendance at a range of skills sessions

Competent with Computers

- Word, Excel and Powerpoint with an award in ICT Functional Skills – Pass (Completed 2013)
- Worked with ArcGIS software, MatLab, and Excel to a high level during my University course.

Voluntary Experience

Raleigh International expedition, *Costa Rica & Nicaragua* February - April 2016

- Involved a WASH programme; National Resource Management phase; and a Youth Leadership phase of a 250 km trek. During each phase, I had the opportunity to take on the role as day leader which involved managing the team.

Fundraiser, *for Action Against Hunger, Exeter* September 2016 - April 2017

- Dedicated to raising hundreds of pounds through street collections, organising cake sales and pub quizzes individually and as a team.

Interests

- Fitness - I have taken part in running events in aid of charities such as the Bath Half and a number of Race for Life's and also regularly attend the gym.
- I also enjoy reading, walking my dog and seeing my friends.