**Education and Qualifications**

**University of Sheffield 2019- Present**

MA International Relations

**University of Sheffield 2016 – 2019**

BA(Hons) International Relations and Politics – 2.1

**University of Adelaide 2017- 2018**

International Relations and Politics Exchange

**Merchant Taylors’ Girls’ School 2009 - 2016**

9 GCSE’s A\* - A including English, Maths, ICT and Spanish

AS Level: Classical Civilisation - B

A-Levels: Psychology – A, History – A, Government & Politics – B

**Work and Experience**

**Food and Beverage Assistant at Tapton Hall, Sheffield – September 2018 – Present**

* I have been bar trained and often work on the bar. Able to manage busy periods on the bar as well as on my own.
* Experience serving meals in formal, busy environments for a variety of different people, and bar experience, demonstrating adaptability.
* Setting up rooms for events developing an attention to detail and efficiency as many of these rooms must be turned around quickly.
* Customer facing role waiting on tables, where I often deal with customer requests, both issues they may have with their food, and checking they are enjoying their meal. The unpredictable nature of these requests show that I am adaptable to new roles and that I can remember details under pressure.
* Often, we host large events, such as weddings of up to 200 people. The large number of attendees demonstrates my ability to cope with a heavy workload and work quickly and efficiently.

**Food and Beverage Assistant at INOX Dine – September 2019- March 2020**

* Experience serving meal in a formal environment for a variety of different events including afternoon tea, lounge menus and corporate events.
* Experienced as a greeter for corporate events to direct people to the restaurant. This showcases my interpersonal and customer service skills.
* Demonstrated my adaptability to different serving situations as events and dining at INOX differ greatly to those at Tapton Hall.

**Volunteer at Hope For the Future – September 2018 – March 2019**

* Communicating with local MPs to try and get them to work with the charity on measures that will combat climate change, showing good written, persuasive and communicative skills.
* Using social media to promote the charity and blog posts to provide information to people, showing online literacy.

**Global Opportunities Ambassador at the University of Sheffield – September 2018 – August 2019**

* Using social media to promote studying abroad.
* Giving presentations to groups of students on studying abroad, showing presentation and public speaking skills.
* Working at the drop in to help students with any queries they have or help with applications, demonstrating further customer service and problem-solving skills.

**Administrative Assistant – September 2018**

* I worked as an administrative assistant for the University during the Registration period. In my role I had to learn new computer software quickly and efficiently in order to fully register students onto their course.
* I enhanced my customer service and problem-solving skills throughout the week handling complex queries and managing queues.

**Poll Clerk – June 2017**

* Working from 6am-11pm is demonstrative of my endurance and commitment to my work.
* Maintained my friendly attitude throughout the day demonstrating good customer service skills and the ability to maintain them over a long period of time.
* Working quickly both alone and as part of a team required me to be efficient and professional in a high-pressure environment.

**Key additional skills & qualifications**

**Leadership Skills –** Gained from role as a Non-commissioned Officer (a leading role within the section) in the Navy section of the Combined Cadet Force as well as from a Senior Leadership Course at Britannia Royal Naval College.

**eSheffWHO 2020 -** I undertook an online WHO simulation hosted by the University of Sheffield. The theme was on ‘Health in a Digital World’ and we tackled topics such as data privacy, telemedicine, disease surveillance and public-private partnerships. I enhanced my research skills, tackling my role as China, a country I am unfamiliar with, and their views on topics discussed. My written, debating and teamwork skills were also improved, writing a position paper and helping to draft resolutions with other member states. Overall, this helped me gain further insight into the realities of policy work and procedure.

**Lions Young Leaders In Service Gold Award**

**Proficient in SPSS**

**Proficient in NVivo**

**Hobbies**

I am currently a member of the University of Sheffield Trampolining Club. I compete across the country in NEUT 6 category demonstrating determination, and sustained commitment**.** I am also part of the University of Sheffield Politics Society and have attended events by them such as a Q&A with Nick Clegg.

**If you would like a reference, please do not hesitate to contact me.**