

Tara Cahill

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Sheffield, UK

MA Social Research student at the University of Sheffield seeking a full-time position in the non-for-profit sector. Interested in areas such as research, administration and marketing.

KEY SKILLS

- Quantitative and Qualitative Research and Analysis
- Research Design
- Statistical Data Analysis
- Project Management
- Reporting
- Verbal and Digital Communication
- Organisation
- Teamwork & strong interpersonal skills
- Problem solving
- Social Media Marketing

IT SKILLS / SOFTWARE

- SPSS
- R/RStudio
- NVIVO
- Microsoft Word/Excel/Powerpoint
- Canva/Spreadsheet

PERSONAL INTERESTS

Outside of the above commitments, I enjoy baking and watching films, and am currently working part-time at an independent cinema in the heart of Sheffield's cultural quarter.

I am also constantly seeking to further my knowledge and understanding of social issues and causes at both a community, national and international level.

References available on request.

EXPERIENCE

Volunteer (Young Healthwatch), Healthwatch Sheffield Feb 2020 - Present

- Arranging 'Enter and view' visits to Health and Social Care organisations in Sheffield, for service users.
- Gathering data from reported experiences of Health and Social Care organisations in Sheffield with a key focus on young people.
- A continued effort to utilise findings to uplift the voices of the community.

Student Services Receptionist, Brooksby Melton College Nov 2018 - Sept 2019

- Providing a support and information focused reception service to meet the needs of students and staff.
- Responding to emotional enquiries of students in distress, in a professional and compassionate manner.
- Responding to safeguarding issues and taking appropriate action with urgency.
- Providing additional administrative support to the student services department, including recording student absences, communicating with the college community via email and telephone.
- Establishing and managing of the department's Facebook page.

Administrative Assistant, Mathematical Association Aug 2018 - Nov 2018

- Creating and sending invoices and receipts, handling cheques and payments.
- Utilising online systems including Subscriber, BACS, Outlook, Microsoft Word and Excel.
- Administrative tasks including managing emails, company post and answering phone calls.

Secretary, Vegetarian and Vegan society, University of York Mar 2017 - Mar 2018

- Awarded Arts and Cultural Society of the Year Award.
- Organisation and execution of society events, with the highest increase of participation in over 2 years.
- Responsible for liaising with external stakeholders including vegan food companies and professional speakers.
- Managing social media presence on multiple platforms (Facebook, Twitter and Instagram).
- Assessed and completed Health and Safety and Events Management documentation.

Women's Wellbeing Officer, Alcuin College, University of York 2016 - 2017

- Acted as a liaison for students within the college with personal concerns regarding female and non-binary experiences of university life.
- Organised events in the college, including International Women's Day.
- Attended committee meetings and made contributions as a representative of women in the college.

EDUCATION

MA Social Research: University of Sheffield 2019 -2020

Estimated grade: Pass with Merit (Commendation)

Currently studying a variety of modules including Principles of Research Design, Advanced Quantitative Research, International Social Change and Social Problems, Working Beyond Disciplines, Researching Social Media, and Research Ethics and Integrity. Dissertation: Exploring views of LGBTQ+ individuals to company usage of the rainbow 'Pride' flag.

NCFE, CACHE 2018-2019

Level 2 Certificates in Equality and Diversity, Understanding Safeguarding and Prevent, Understanding Autism, Mental Health Awareness.

BA(Hons) Sociology: University of York 2015-2018

Grade: 2:1

Engaged with a range of modules including Social Research Methods, Gender and Sexuality, Popular Culture, Media & Society, Division & Inequalities, Humans & Other Animals, Paranormal in Society, Arts, Stratification & Taste, Crime, Justice & the Sex Industry. Dissertation: Exploring reactions of university students to their experiences of Relationship and Sex Education (RSE) and its inclusivity.

AS & A LEVELS, De Lisle Academy 2013 - 2015

Sociology, (grade) Psychology, (grade) Religious Studies, (grade), English Language & Literature (grade).

GCSE's, De Lisle Academy 2011 - 2013

9 A*-C grades including Maths & English.