**Curriculum Vitae-**

**Robyn Louise Davis**

**Personal Details:**

**D.O.B:** 08/03/1996 **Mobile Number:** +447515924136 **Email:** robyndavis@hotmail.co.uk

**Education:**

Currently obtaining a Bachelors Degree in Psychology with Education at UCL, Graduating 2022.

Access to Higher Education in Social Sciences and Humanities with all credits at distinction.

NVQ Level 2 in Business & Administration.

Egglescliffe Comprehensive School; 11 GCSE’s at grades A\* to B

Reasonably Proficient in Spanish having enhanced my GCSE with travelling and further education in Spanish speaking countries.

**Career to Date:**

**Timeline**

**October 2019 – Current:** Supply Teaching Assistant with Engage Education.

**September 2019 – Current**: Studying Psychology with Education at UCL.

**July – August 2019**: Travelling though Spain.

**September 2018 – June 2019**: Middlesbrough College, studying Access to H.E.

**July 2018 – July 2019**: Waitress at Cena Trattoria.

**February – June 2018**: Travelling through South America and the USA.

**June 2017 – January 2018**: Waitress at Cena Trattoria.

**April - May 2017**: Travelling through New Zealand.

**January – March 2017**: Travelling and waitressing in Australia.

**December 2016 – January 2017**: Volunteering in a school in Shanghai, China.

**October – December 2016**: Volunteering in conservation on a Game Reserve, South Africa.

**September 2014 – September 2016**: Office administrator at Marlin Commercial.

**2013 – September 2016**: Waitress at Crathorne Hall Hotel.

**Travel in detail**

Since leaving school I have made 3 independent trips ranging from 9 months to 6 weeks. I spent time on a Game Reserve getting involved in activities and jobs such as being the nature guide for people on tour (which included driving around the reserve) and conservation work. This experience allowed me to use my skills in a completely different environment to what I’m used to.

I volunteered teaching English in a primary school on the outskirts of Shanghai, China, where I developed lesson plans and taught the children in small groups and as an assistant in large classes of up to 40. This I believe helped me to improve my organisational as well as creative skills, as I had to think outside the box when considering the language barrier and cultural differences.

In Sydney I worked in a small Persian Restaurant which I ran the lunchtime service. This gave me the responsibility of managing all aspects of the restaurant.

My trip to South America allowed me to learn Spanish to a level of B1. I found this very helpful in getting to know the culture of each place I visited and meeting local people.

**Teaching Assistant, Engage Education**

Alongside my studies I have been working as a supply teaching assistant through Engage Education. This has allowed me to put what I’m learning at University into practice. I have mainly worked in EYFS, both as a mainstream T.A. and as a one-to-one with SEN children. This role requires me to be patient and adaptable to both the children and the teachers that I am supporting.

**Waitressing, Crathorne Hall and Cena Trattoria**

I began working in hospitality at a countryside hotel which allowed me to develop a high standard of customer service with an attention to detail. I was involved in events large and small such as weddings and charity events as well as running the restaurant and breakfast services and afternoon teas. Working in both sectors meant that I offered a versatility in the way I can support both teams.

My second job in hospitality was in a fast-paced Italian restaurant which allowed me to further develop my customer service skills. I had a short break where I went to South America for 6 months and my manager kept my job open for me. I like to think that this demonstrates I was thought of as a valued member of the team. I was given the responsibility of training up new employees and on occasion to run a lunchtime shift.

My time in hospitality has given me the confidence to organize and manage quite challenging situations in very busy working environments. It has allowed me to further develop customer relationships, prioritization of tasks and team working where I received excellent feedback via customers and colleagues.

**Office Administrator, Marlin Commercial**

I was initially recruited and successfully completed an Apprenticeship Scheme (NVQ in Business and administration) and then taken on as Office Manager for the company. I developed excellent working relationships with customers who run both small and large businesses and I quickly learnt about the importance of effective communication in every encounter in building trust and engagement.

Main duties included:

* Reception
* Provide administration service for the director
* Typing reports, business plans etc.
* Maintaining files and databases
* Liaising with clients, including regular communications
* Attending meetings
* Arranging appointments and diary management
* General Administration

**Hobbies:** I enjoy baking and am regularly commissioned to bake celebration cakes for friends and family. I made Wedding Cakes for my stepsisters and enjoyed the challenge.

**Reference:**

Available on Request