

## UNIVERSITY OF WALES, TRINITY SAINT DAVID, CAREERS SERVICE

**Natalie King**  
**5, The Larches,**  
**Lampeter,**  
**SA48 8NE**  
**(01570) 455655**  
**07893312465**  
[\*\*nking@gmail.com\*\*](mailto:nking@gmail.com)

BA Hons Anthropology graduate with strong leadership and communication skills developed in customer service and volunteering, now seeking a role in the voluntary sector.

### **Skills: Communication**

- As Restaurant Manager it was important to be able to communicate effectively with a variety of staff and deal with difficult customers in a professional manner
- Supporting vulnerable families as a volunteer with Homestart Ceredigion requires excellent verbal communication – ability to engage with individuals with various needs such as mental health issues, alcohol dependency etc.

### **Planning/Organising**

- Devised staff schedules for team of up to 20 restaurant staff – able to collate and analyse information to produce successful rota
- Bringing up two children while working, studying and volunteering has required good time management and careful planning

### **Teamwork**

- Worked as part of a team in a busy restaurant, sometimes under great pressure. Flexibility and initiative were essential
- The Anthropology module of my foundation course involved a group project with three other students investigating the effect of returning to work on women's self-esteem. Responsible for co-ordinating interviews and qualitative analysis of interview transcripts. Our project was awarded the highest grade of any in that year

### **Leadership**

- Delivered induction training to new restaurant staff on a regular basis and prepared written course materials for this programme.

- Ability to make independent decisions to resolve problems such co-ordinating rota when unexpectedly short staffed in restaurant

## **Education**

Sept 2014 – July 2017

2:1 B.A. Hons Anthropology  
University of Wales, Trinity Saint David, Lampeter

Sept 2002 – July 2009

A-Level Fine Art (C), French (C) & History (C)  
Lampeter Comprehensive School

## **Employment History**

Sep 2009 – Aug 2016

Part time customer service role, Black Lion Public House & Restaurant, Lampeter

Restaurant Manager from 2012 – 2014

## **Voluntary Work**

Sept 2014 – Present

Family Mentor  
Homestart Ceredigion

## **Additional Information**

Own transport & full, clean driving licence

## **References**

Dr. R. Jones  
Personal Tutor & Lecturer  
University of Wales, Trinity Saint David  
Lampeter  
SA48 7ED

01570 424922  
[r.jones@uwtsd.ac.uk](mailto:r.jones@uwtsd.ac.uk)

Mrs. J. Davies  
Homestart Co-ordinator  
Homestart Ceredigion  
Aberaeron  
SA46 0AJ

01545 571317  
[j.davies@homestart.com](mailto:j.davies@homestart.com)

**Name**  
**1 The Street,**  
**Town,**  
**London**  
**POSTCODE**  
**T: 020 8888 7777**  
**Mb: 07980 000 000**  
**e-mail: yourname@yahoo.co.uk**

I have worked in a variety of positions within the Education sector over the past nine years, seven as a Class Teacher, and one as a classroom assistant. I am presently employed as a primary teacher. I would now like to further my career, working within a stimulating and challenging environment that would enable me to use skills that have been highly developed throughout my current and previous occupations and provide opportunities for self-development.

### **Work History & Experience**

Sept 2002-2012                      Primary School Teacher, Name of school, Name of street, Orpington, Kent.

- Short, medium and long term planning of lessons to meet the National Curriculum requirements.
- Teaching planned lessons to pupils of differing abilities.
- Organisation of human resources (pupils and support staff), technical and administration resources.
- Consistently monitoring the achievements of colleagues and pupils.
- Regular reviews of personal and pupil achievement targets.
- Responsibility for the social and emotional welfare of pupils.
- Subject co-ordinator responsible for the development of school ICT plan in line with the government guidelines. Accountable for the ordering of stock and general maintenance of peripheral equipment, software and hardware
- Responsible for the delivery of written and oral reports regarding pupils and professional development.
- Planning and implementing staff meetings concerning ICT development for teachers and pupils.
- Organising school cricket matches and taking full responsibility for pupils during short and long term school trips.

Nov 1999 – July 2002 Classroom Assistant. Name of School, Street, West Wickham, Kent.

- Supporting the Class Teacher in a variety of lessons including Numeracy, Literacy, ICT and Science. Working with individuals and small groups of children with varying levels of attainment.

### **Skills**

- I have exceptional organizational skills gained from my current profession; these include highly effective time management skills.

- I have a confident and sociable manner. I work effectively as an individual or as part of a team making use of the skills of negotiation, compromise and effective problem solving.
- Very strong inter-personal skills and communication skills developed through liaising with clients, colleagues, students, parents and professionals.
- I am a confident speaker who has the ability to present information through a variety of media in a creative, fluent, thorough and original manner.

### **Computer Literacy:**

- I am confident in the use of ICT. Over the last 3 years I have been a leading member of a team, which has developed the use of computer equipment, software and hardware in my school.
- I am proficient in Microsoft Word and have experience of using Microsoft Office NT applications including Excel, XP and PowerPoint. I have knowledge of various data entry systems and I am confident in the use of peripheral equipment such as scanners, digital cameras and video conferencing projectors.
- I am able to use the Internet, e-mail and have basic Web Design and editing knowledge.

### **Educational Qualifications**

#### **PGCE (Postgraduate Certificate in Education) Teacher Training.**

**Specialism in Design and Technology.** Sept 1998 – July 1999. Institute of Education, University of London.

**BA Hons Degree English and Media Studies 1994-1997.** University of Life, London. 'A' Level

English (B), Sociology (C) and Design and Technology (A),

8 GCSE Level (A-C) passes including English and Maths 1988-1994. Public School

### **Additional information**

- National Hockey Award Level 2
- First Aider - Certified with the Red Cross
- Oct 1997 – Jun 1998 spent travelling and working part time in a variety of jobs in Australia.
- Interests: I play hockey for an established team in London. I enjoy relaxing through watching films and travelling around France.

### **References**

Current Employer

Office Manager

Name of Company

Name of Street

London

E-mail

Previous Employer

Head Teacher

Name of Company

Name of Street

Kent

Telephone

# ELERI OLIVER

**Address:** 10, Redmond Place, London. W5

**Contact:** [elerioliver54@yipee.com](mailto:elerioliver54@yipee.com)

**Tel:** 01788 090804

**Agent:** Act4 Ltd.      **Agent Tel:** 020 9056 3240

**Equity No:** 1089J 4344

**Height:** 5'4"      **Eyes:** Light brown

**Build:** Medium      **Age range:** 20-40

*Include here a  
professionally  
produced black &  
white headshot*

## Education and Training

BA Honours 2<sup>nd</sup> class, Acting, UWTSD, July 2017

Cold Reading (Summer Residential), Rainier Hulse School, Whitechapel, E4, Easter 2015

Advanced Stage Fighting, Wolfcastle, Bristol, July 2015

Diploma in Acting, Bradford College, June 2014

## Acting and Credits (*paid\**)

### *Theatre*

*Arturo Carmarthen	Macbeth	Nigel Davies	Lyric	Theatre,
Muggle	Tenpole	Len Goodman	Elly Theatre, Llanelli	
Remi Llandybie	Play on	Kevin Abel	Bush	Theatre,
lucy Bradford	Do it all	NaNog	Coley	Theatre,

## **TV**

Land Mate (lead)	Landmates	Bradford	Available on DVD
*Mel (lead)	Stratos	Bradford	Available on DVD
Lenny	Cardiff Lives	lander Films	Cradle Film Popup

## **Radio work (*paid*\*)**

*Muggles	Yr hen Myrddin	Radio Cymru	Wales
*Character voices	Ffalabalam	Radio Cymru	Wales
Goon A	Twenty More	Radio Wales	Wales

## **Other attributes & skills**

Accents:	Welsh (native), UK regional – Midlands, Liverpoolian, South West, EU – various including South, Eastern and Scandinavian
Music: scores	Play Flute (level 5); Play Keyboards (Level 3); Can compose basic scores
Other skills:	Singing (Choir - Soprano); BHS Equine riding Level 2; Women's Boxing club – AWBA member
Other Information:	Owner/car driver

**Steff Houghton**  
**38 Hendre Rd**  
**Carmarthen**  
**SA31 1AV**  
**07770 888888**  
[steffhoughton8@yipee.com](mailto:steffhoughton8@yipee.com)

## **Education and Qualifications**

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**Oct. 2013 – Jun. 2016:**      **BA (Hons) Early Childhood** at University of Wales Trinity  
Saint David

*Modules studied include:* Introduction to Human Development - The Healthy Child - Young Children: Ethics, Values & the Law - Language Acquisition and Child Language Study - SEN: Early Identification & Early Inclusion - The Young Reader - Stepping Out: Learning in the Outdoor Environment - Management & Team Working

**Sep. 2003 – Jul. 2010:**      **Secondary School Education at** Aneurin Bevan  
Comprehensive School, Pontypridd

*A-levels:*      English (B), Art (B), Technology (C)

*GCSEs:*      English Language (A), English Literature (B), Mathematics (C), Art (A), Design  
Technology (B), Science (C) (C), Welsh Language (B), Welsh Literature (B).

## **Work Experience**

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**2010 to Present:**    ***Part-time Sales Assistant*** (Richmond Pharmacy, Pontypridd)

- Served customers, liaised with Pharmacist & quality controlled prescriptions
- Problem solved and used initiative e.g. prescription queries
- Learned and developed high quality communication skills
- Experienced working and performing in a Pharmacy retail environment
- Applied an eye for detail through prescription checking and measures

**Summer 2009:**    ***Play Worker*** (Rhondda Cynon Taf Play Scheme)

- Arranged and delivered play activities for children aged 4 – 11
- Maintained accurate records on all aspects including health & safety issues
- Problem solved and negotiated with parents & other third parties

**May 2009 – June 2009: *Play worker*** (Carmarthen Family Centre)

- Assisted with play activities and team worked with carers & specialists
- Encouraged parents to participate in Family Centre activities
- Specialised in providing basic applied numeracy interventions

**October 2008 – March 2009: *Nursery Assistant*** (Carmarthen CP School)

- Volunteered every Wednesday in the Nursery and Reception Classes
- Gained an understanding of the Foundation Phase
- Assisted the class teacher in providing play activities
- Understood the importance of effective planning
- Designed and created displays of children's work

**Summer 2008 only: *Nursery Assistant*** (Treetops Day Nursery)

- Delivered creative play opportunities for children aged 0 – 5
- Team worked and problem solved with other nursery staff
- Planned activities which engendered creativity and fun

**Skills & other information**

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- Full clean driving licence
- Fluent Welsh speaker; first language native speaker level
- Excellent IT Skills including knowledge of Microsoft Office & Publisher
- Experience of using MS Publisher for YFC brochures & menus
- First Aid at Work Trained (expiry 15<sup>th</sup> April 2019)

**Interests**

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- Music:** Play piano to Grade 5 and Flute to Grade 3
- Sport:** Member of UWTSD Netball Team & local Tennis club
- YFC:** Arrange trips for Carmarthen YFC and organise discos
- Walking:** I like to explore the local area on weekends

**Referees**

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Professor Medwin Hughes  
Vice Chancellor  
University of Wales Trinity Saint David  
Carmarthen campus  
Carmarthen  
SA31 3EP

Ms PJ Harvey  
Headteacher  
Carmarthen CP School  
Allt y Caer  
Carmarthen  
SA31 1AA



**Emma Ployable**  
**16 New Rd, Aberdare, SA36 1EP**  
**08880 677667** [EPseekingemployment@yahoo.com](mailto:EPseekingemployment@yahoo.com)

## **Currently**

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Studying at UWTSD Carmarthen, commuting from Aberdare and seeking part-time work in the Aberdare area. Punctual, reliable, sociable self-starter with positive work ethic & range of core skills. Flexible and open to working days, evenings & weekends; available all week except Mondays/Thursdays term time.

## **Work Experience**

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### **Jun.14-Oct.16: *Part-time Sales Assistant* (Richmond Pharmacy, Aberdare)**

- Duties included serving customers and checking prescription details
- Good understanding of the Pharmacy retail environment
- Enjoyed working in a team & dealing with wide range of customers with range of medical needs

### **Summer 2015: *Play Worker* (Aberamman CP Summer Play Scheme)**

- Organised and delivered play activities for children aged 4 – 11
- Team worked with wide range of people including Team leaders and parent volunteers
- Communicated with wide range of colleagues, specialists, parents & children
- Further developed ability to compare, prioritise and negotiate specific areas of work

### **Oct.12-Jun.15: *Retail Assistant* (Glyn Evans Newsagents, Aberdare)**

- Developed cash handling skills, applied numeracy and stock handling
  - Team worked with 3 other staff handling all aspects of the business
  - Learned basics of retailing including customer service skills, communication & merchandising
  - Problem solved, and used initiative e.g. resolved complaints and negotiated solutions
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## Education and Qualifications

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Oct. 17 – Current: **BA (Hons) Early Childhood** at University of Wales Trinity Saint David (Carmarthen)

Sep. 03 – Jul. 10: **Secondary Education** at Cwmanne Comprehensive School, Glyntaf

*A-levels:* English (B), Art (B)                      *GCSEs:* 7 including English Language (A) & Maths (C)

## Skills & other information

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- Flexible approach and used to working at short notice and for extended periods whenever needed
- Full clean driving licence and car owner
- Excellent IT Skills including knowledge of Microsoft Office
- Experience of using MS Publisher for carnival brochures & menus

## Interests

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- **Sport:** Member of UWTSD Netball Team
- **Community Centre:** Arrange trips for children and mothers

## References available on request (*employer, character & academic*)

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Campus	Careers Adviser	email	Telephone
Carmarthen	Mark Thomas	<a href="mailto:mark.thomas@uwtsd.ac.uk">mark.thomas@uwtsd.ac.uk</a>	01267 676829
Lampeter	Jane Bellis	<a href="mailto:j.bellis@uwtsd.ac.uk">j.bellis@uwtsd.ac.uk</a>	01570 424973
London	Maristela Parfitt	<a href="mailto:maristela.parfitt@uwtsd.ac.uk">maristela.parfitt@uwtsd.ac.uk</a>	0207 566 7600
Swansea	Val Davidge	<a href="mailto:Val.davidge@uwtsd.ac.uk">Val.davidge@uwtsd.ac.uk</a>	01792 481222

