

# An example of a traditional CV

## **Joanna Payne**

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### **EDUCATION AND QUALIFICATIONS**

#### **2008 – 2011 The University of Reading    BSc Hons Human Geography – 2:1**

- Core skills developed:  
Team working - some modules have a collaborative element.  
Presentation Skills - regular presentations to seminar groups.  
Time Management - timetabling of course demands considerable self-management.
- Dissertation “The effects of Post Office closures on rural communities”.

#### **2000-7 St Laurence School, Cheltenham**

A-Levels: History (B), English Language and Literature (B), Geography (B)

AS-Levels: Politics (C), History of Art (C)

GCSEs: 1A\*, 5As, 4Bs including English and Maths at grade A\*

### **EMPLOYMENT**

#### **August 2009 – present St Mary’s School, Gloucester**

- Working at various local schools giving talks about voluntary work.
- Gained further experience working with PowerPoint and giving presentations.
- Self-motivation is a key skill and communicating to a younger audience.

#### **March - April/June – Sept 2009 Costto Coffee, Bristol**

- Worked as a member of a team to achieve quality store award.
- Developed excellent interpersonal skills, especially when liaising with the public.
- Handling cash and using numeracy skills to deal with bills, payments and responsible for cashing up at the end of the evening.

#### **February – June 2008 School of Language Education, Sudan**

- Taught English to several classes at the school.
- Organised and judged in the Regional ‘English Competition’.
- Developed methods of teaching the students in a more productive and engaging way.

## **POSITIONS OF RESPONSIBILITY**

### **2010-11 Radio Presenter, The University of Reading, Radio Station (Junction 11)**

- Regularly present shows on the radio station, which is broadcast on medium-wave and on the internet.
- My show contains the latest Urban music along with dialogue containing issues that affect students and the general public.

### **2008-9 Class Representative , The University of Reading**

- Set up meeting with managerial staff to consult on problems that had arisen in the term, acting as a voice of the students.
- Created a structure in which all students could contact me and be contacted to allow equal opportunity to voice any problems or requests.

### **2008 Music Co-ordinator, CADE Association Charitable Organisation, Reading**

- Helped to organise events such as the Leavers Ball and fundraising events such as charity abseils and fun days.

### **2007-8 Peer Listening Programme, King's School, Gloucester**

- Organised fun activities to help students with their organisation and study techniques.
- Represented their concerns to the Teacher/Mentor Forum.
- Attended weekly training programme to learn specific listening skills.

## **ADDITIONAL SKILLS**

- Good working knowledge of Word, Excel and Powerpoint.
- Driving –Full, clean driving licence.

## **INTERESTS AND ACTIVITIES**

### **Travel and active participation**

Fundraising: Sudan Project 2007 – fundraising at home, once achieved, I spent two weeks with a Charity in Sudan.

Teaching: During my Gap year I achieved a 'Teaching English as a Foreign Language' qualification and taught English in Ghana. I then continued to travel around Africa independently.

Music: Qualified to grade 5 on the Cello.

## **REFEREES**

Mr A Godley (Tutor)  
School of Human & Environmental Sciences  
The University of Reading  
Whiteknights, PO Box 316  
Reading  
RG6 6HA

Miss J Cottis (Previous Manager)  
Coffee Shop Manager  
Costto Coffee  
Armour Way  
Bristol  
B1 3AB