

An example of a traditional CV

Joanna Payne

9 Allensbank Place, Blakeney, Gloucestershire GL15 2XX
01234 333444 robinsone@fsmail.net

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