

## Andrea Other

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**A customer focused team player with retail and hospitality industry experience looking for part-time and vacation work while studying at University**

### Relevant Work Experience

- Oct 2017 – Present                      **Volunteer, Oxfam:** Withington, Manchester
- Organise stock replenishment and rotation systems, assisting the manager with stock takes and deliveries.
  - Responsible for cashing up tills and securing all money at the end of the night.
  - Quickly learned a new till system and assisted customers with queries.
  - Keep the shop floor tidy and organised to ensure the best shopping experience for customers.
- Jul 2017 – Sep 2017                      **Waiter and Kitchen Assistant, The Vine Inn:** High Street, Midchester  
(Summer job)
- Developed a good knowledge of products and how to build rapport with customers.
  - Assisting in the kitchens with service preparation under pressure, I quickly became part of the team and learned how to multi task effectively.

### Education

- 2017 – 2021                                  **BA History:** The University of Manchester.
- Developed critical thinking skills and confidence in speaking in seminar groups.
  - Presented a 5-minute talk to my seminar class for the 'History in Practice' module.
  - Participated in the Grand Ethical Challenge, working in a team of 10 to solve a real world problem & give a presentation to 40 students in my year.
- 2009 – 2017                                  Midchester High School.  
**A-levels:** French (A\*), History (A), English Literature (B).  
**GCSE:** 11 grades A\* - C (including English, Maths and Triple Science).

### Positions of responsibility

- 2016 -17                                      **Head of House Midchester High:**
- In charge of one of two School Houses. Role included interaction with all year groups (years 6-12) and teaching staff, speeches and presentations, communicating effectively, acting as a role model and motivating students to compete in house competitions.
  - Curriculum Support: Supported teaching staff in Year 6 English Literature classes.

### Additional Skills

- Proficient in the use of Microsoft Office, including Excel to create spreadsheets and analyse data.
- Conversational French
- Experienced social media user. Instagram, Wordpress, Twitter and Facebook.

### Interests & Activities

**Sport:** Completed the Race for Life in 2016 independently raising £150 for St. Ann's Hospice  
**Music:** Grade 7 Guitar. Enjoy composing music and playing in local bands performing in small venues.

**References available on request**