

# Grace Gibson

**Devonshire Hall, Leeds LS6 4EQ | [gracegibson03@icloud.com](mailto:gracegibson03@icloud.com)**

## Summary

I am a keen and hardworking individual that is willing and able to further develop my range of skill sets. I am currently a student and the University of Leeds studying theatre and performance which has proved my ability to work within a team setting, be confident

and sure in my actions and to manage my time. I have developed strong communication and presentation skills and am known for my problem-solving skills and high personal standards. Throughout my past job experiences and education, I have also learnt how to communicate with customers and clients professionally and clearly. Outside of education I am also passionate about creative arts.

## Experience

### Personal Assistant for a Software Consultant

**2022-2023**

- Assisted with appointment bookings
- Managed calendars and meetings
- Sending out invoices
- Liaised with clients to understand their requirements
- Booked phone calls with abroad companies

### Front of House Staff at The Royal Oak

**2023-2023**

- Made and served drinks from the bar
- Managed and organised bookings
- Took and served orders for customers
- Scheduled bookings over the phones and online
- Designated customers to restaurant areas
- Opened and closed the establishment
- Accepted deliveries and organised where they went

## Education

---

### St Thomas a Beckett Catholic Secondary School 2020

GCSE

English Literature: 6

English Language: 6

Maths: 4

Science: 4

History: 4

Drama: 6

Spanish: 5

Art: 2

RE: 3

**Leeds Creative Arts College**

**2022**

L3 Extended Diploma in Production Arts

Distinction\*, Distinction\*, Distinction\*

## **Skills & abilities**

---

- Clear communication
- Organisation
- Customer service
- Strong worker under pressure
- Confident
- Problem solving
- Tidy
- Willingness to learn
- Receptive to feedback
- Eager to develop further
- Time management
- Punctuality
- Creative

## **References**

References are available upon request.