**Amy Dickson**

amyd996@hotmail.com

07712675959

***Work Experience***

**Garvalds Volunteer** (August-September 2011)

* Temporary Volunteer.
* Helped disabled adults through daily chores.
* Participated in arts and crafts, being available for a chat and someone to talk too.

**West Lothian Council Healthy Eating Volunteer** (February-March 2012)

* Temporary Volunteer.
* Helping with community work, involving working with those with a wide range of physical and mental disabilities.

**Livingston Vue Cinemas** (October-April 2013)

***Customer Assistant***

* Serving public.
* Handling money
* Serving food.
* Cleaning viewing screens and toilets.
* Promotion of the company.
* Working deliveries.

**Marks and Spencer’s** (September-December 2013), (June 2014-January 2015)

***Shop Assistant***

* Serving public.
* Handling money.
* Front of house.
* Replenishing stock and reducing products.

**H Samuel** (February 2015-August 2016)

***Customer Assistant***

* Serving public
* Handling money
* Front of house
* Training and having to gain a high knowledge of jewellery in order to serve customers accurately and efficiently

**HTA Design LLP** (August 2016-August 2017)

***Project Assistant***

Office administration

* Assisting in Architectural project work using programmes such as: AutoCAD, Revit, SketchUp, Photoshop and Excel.
* Handling of money
* Organisation of travel and accommodation for those within the office
* Reception work

***Education***

Over my six years at high school I have achieved an advanced higher, 4 highers and 9 standard grades. I have recently completed my HND in Architectural Technology with Grade B at Edinburgh College (May 2016). I am currently studying BA Architectural Technology at Edinburgh Napier University and going into my third year September 2018. I am projected to graduate September 2020.

***Reasons***

Having worked in jobs in an environment which is very much involved with the public, I have gained many skills and qualities which I can apply to my work with the public and other staff members.

Working in HTA Design for the year, I decided to take the year out of education to further my skills; I have grown largely in my administration and self skills. I can be self sufficient and take the initiative to find my own work and how to assist others in the process.

Having a job whilst at university will give me the opportunity to grow further in my own skills but to also meet new people.