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Jenna Richards

BA International Relations Student

PROFILE

As an international relations student, I have a passion for global politics and conflict resolution. I am skilled in political and historical analysis, critical thinking, and research and writing. I have a strong work ethic and excellent interpersonal skills, enabling me to successfully navigate through many industries and jobs, demonstrating tenacity, adaptability, and determination to get results. This combined with a strong desire to learn, means I can bring a new and fresh perspective to any organisation, through creative thinking, excellent communication, and relationship building.

I am seeking opportunities to apply my education and gain experience that contribute to the advancement of peace and stability in the international community. I am open to internships and entry-level positions in government agencies, non-profits, and international organisations.

EMPLOYMENT

Jan 2023- present	Heritage Intern, Inquest	London, UK
<ul style="list-style-type: none"> - Student intern on a heritage project documenting the 40 year history of the legal justice charity Inquest through a podcast. - Gained knowledge about the organisation and the NGO sector more broadly. - Developed and demonstrated research skills through practical training and workshops; group project skills and time management; presentational skills. - Produced an article '<i>Investigating COVID-19 deaths in state custody and detention</i>', published on both Inquest's and the University of Westminster's website. 		
June 2022- present	Autocue Operator, BBC News	London, UK
<ul style="list-style-type: none"> - Responsible for controlling script for presenters during live broadcasting of BBC News and BBC World News. - Trained in Open Media, Microsoft Excel and QMaster. - Working closely with senior directors, presenters and producers for BBC News. - Played key role for BBC News in some of the coverage of 2022s major events. Some include Queen Elizabeth II's death and funeral, important turning points in Russo-Ukrainian war, and coverage of UK's newly elected PM. 		
February 2022- present	Swimming Instructor, Swimming Nature	London, UK
<ul style="list-style-type: none"> - Swimming Nature takes a 'hands-on approach', using mechanical guidance to give the student a real feel of the stroke or technique. - Working with vast range of ages and catering for individuals with varying needs. Lessons focus on both enjoyment and education, with drills and exercises centring on building confidence in and out the water. - One major client in the last year was the actor Ed McVey, who will be playing Prince William in season 6 of 'The Crown' on Netflix, where a high level of skill, technique and speed was required for his role. 		
May-June 2022	Student Intern, Fiona Fleur	London, UK
<ul style="list-style-type: none"> - Worked on projects and events for clients such as Harry Winston, Audemars Piguet and Ladurée. - Required high levels of communication, attention to detail and efficiency to ensure products and services were of the highest standard and customers were satisfied. - Built on creative thinking and attention to detail. 		
October 2021- February 2022	Supervisor, Neat Burger	London, UK
<ul style="list-style-type: none"> - Responsible for running the store in absence of general manager. - Tasked with managing the team, ensuring quality is maintained in both food production and customer service, carrying out opening/closing checks and procedures and training new staff. - Cross-trained in the kitchen to ensure quality was continued throughout. 		
July 2021- October 2022	Floor Manager, Snog Frozen Yoghurt	London, UK
<ul style="list-style-type: none"> - Responsible for running entire store when on shift, ensuring highest food quality and customer service was delivered. - Main tasks included stock requests; cashing-up in customer stores, open/closing inventories of all products on Microsoft Excel; leading team; training brand ambassadors on opening and closing of delivery stores and basic training in customer facing stores. - Achieving and exceeding sales targets. 		

EDUCATION	
September 2020- 2024	BA International Relations <i>University of Westminster, London, UK</i> <ul style="list-style-type: none"> - Modules include: geopolitics, international political economy, global security, theorising politics and IR, the politics of killing and political research in practice. - Completed 2 years of BA English Language and Linguistics before changing to IR at level 5 (2020-2022). Modules included: child language acquisition, discourse across time, language structure and meaning, words and meaning, language and text, language myths and exploring language.
September 2018- August 2020	A Levels <i>The Beauchamp College, Leicestershire, UK</i> <ul style="list-style-type: none"> - PE, geography, English language and level 3 mathematics.
August 2013- August 2018	GCSEs <i>Welland Park Academy, Leicestershire, UK</i> <ul style="list-style-type: none"> - All core GCSEs including triple science; PE, geography and French.

SKILLS	CERTIFICATIONS	
<ul style="list-style-type: none"> - Written communication - Attention to detail - Problem-solving - Decision-making - Excellent communication - Self-motivated - Organisation and time management - Leadership - Creative thinking - Analytical and critical thinking. 	March 2022 <i>Expires March 2024</i>	STA Safety Award <i>Swimming Teachers Association</i>
	March 2022	DBS <i>UK Home Office</i>
	January 2021	Marketing Analytics Course <i>Darden School of Business</i>
	May 2019	Level 1 Swimming Teaching Assistant <i>Swim England</i>

References available upon request.