

Mia Smithson

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A recent graduate with employment and voluntary experience, I have skills and attributes to offer the business world including leadership, analytical thinking, problem solving, team working and communication. I am keen to learn on a graduate programme and to make a contribution to the organisation.

Education

University of Exeter (2019-2022)

BA Archaeology 2:1

Fourtown School (2012-2019)

A-levels: history, English, French. AS-level geography

10 GCSEs including maths and double science

Skills

Working in a team

Staff member at Starbucks fulfilling orders and providing excellent customer service

Project assistant for Dig NW collaborating with the project team to plan Summer Dig events and ensure each day ran smoothly

Committee member of university Archaeology Society, devising and facilitating annual programme of events and talks

Editing and publishing newsletter for South West Branch of Council for British Archaeology

Organisation

Successfully combining study, part-time work, volunteering and extra-curricular activities

Coordinating well-received archaeological events for Dig NW and the university Archaeological Society. Summer Dig participants commented, 'What a well-organised day. It rekindled my interest in archaeology'. 'It was so exciting finding real pieces of ancient pottery'. 'Mia showed me how to interpret and care for the pottery we found'

Negotiation

As staff student liaison for my course year I negotiated changes to the seminar timetable to enable better use of available rooms and IT

As chair of the university Archaeological Society I negotiated event programmes with colleagues and staff, booking speakers, agreeing terms and negotiating budgets

Written communication

Writing articles for non-archaeologists for local Archaeology Branch newsletter

Report writing as project assistant to Dig NW Summer Digs

For my university course, producing essays, reports, seminar papers to strict guidelines

Verbal communication

Dealing with customers at Starbucks, including complaints referred by junior staff, as well as communicating with staff and managers

On my university course, creating and giving presentations to large and small groups, some on my own and others with fellow students

As project assistant to Dig NW, briefing participants on Summer Dig event, including health and safety inductions

As chair of the university Archaeological Society, introducing speakers, leading panel discussions and chairing question sessions

Leadership

Shift leader at Starbucks, responsible for rotas, customer experience and training new staff

Chair of university Archaeology Society, leading committee meetings and taking a strategic lead

Responsible for groups of adults and children

Analytical thinking

Applying theoretical and scientific principles and concepts

Applying statistical and numerical techniques to process data

Interpretation of spatial data

Forming structured arguments supported by evidence

IT skills

Competent user of Microsoft Office applications including Word, Excel, Outlook, PowerPoint

Knowledge of bespoke packages, GIS and statistical analysis and modelling tools

Employment

Shift leader, Starbucks Exeter (2021-present)

Organising staff rotas to ensure adequate cover for each shift

Supervising staff and maintaining health and safety and food hygiene standards

Working as a member of the team to provide great customer service

Upselling and cross-selling to maximise revenue and meet branch targets

Project assistant, Dig NW (2020-2022)

Working with other project assistants to plan, book and coordinate Dig NW's programme of Summer Dig events for members of the public and school groups

Facilitating each event, ensuring health and safety and dealing with problems and issues as they arise, referring to project leader as necessary

Giving talks to event participants, demonstrating archaeological techniques and handling finds

Volunteering

Chair of University Archaeology Society

Staff student liaison for my course

Newsletter Editor for South West Branch of Council for British Archaeology