**Charlie Matthew Norton**

DOB: 10/01/1997

17 Windmill Lane, Kempsey, Worcester, WR5 3LL

Email: charlienorton\_@live.co.uk

Tel: 07801513485

**Education**

**Oxford Brookes University**

MSc Quantity Surveying and Commercial Management- Merit predicted

BA City and Regional Planning- Upper Second-Class Honours

**King’s School Worcester**

A Levels Design Technology (A), Geography (B), Mathematics (E)

AS Levels PE (C)

GCSEs 10 Grades A\*-C

**Work Experience**

**Three Counties Showground (Summer 2017/18/19)**

**Labourer**

**Duties and Skills:**

* **Teamwork:** setting up the showground to meet strict deadlines ahead of the Royal Show.Communication with other team members to carry out tasks set.
* **Responsibility:** instructing members of the public for their own safety in the cattle lines and around the livestock rings during the Royal Three Counties Show.

**Crown Court, Worcester. (July 2016)**

**Juror**

**Duties and Skills:**

* **Teamwork:** listening and concentrating in a high pressure environment.
* **Problem solving:** reaching a verdict in a serious criminal case trial

**Wig and Pen and Duke of Monmouth Pubs, Oxford. (Oct 2015-November 2019)**

**Front of House**

**Duties and Skills:**

* **Oral Communication:** verbal communication with customers and other staff members, as well verbal interaction with the kitchen staff.
* **Problem solving:** dealing with customer complaints and rectifying orders.

**Associated Architects, Mailbox, Birmingham. (June 2014)**

**1-week work experience**

**Duties and Skills:**

* **Organisational skills:** travelling to Birminghamdaily which involved good time keeping**.**
* **IT Skills:** creating design aspects for The King’s School Worcester sports and dramatic arts centre using design software.
* **Attention to Detail:** managing key design requirementswhich would be included on the architectural drawings.

**Additional Work Experience**

* **Rugbytots Worcestershire & North Gloucestershire**- Assistant coach. (Summer 2018).
* **Bubblestudent**- Oxford Student Ambassador. (2018).
* **Croome Cuisine-** Cheese Production. (Summer 2017).
* **David Lloyd Worcester**- Volunteer tennis coaching assistant. (July-August 2014).
* **Inn at Welland,** Upton on Severn, Worcestershire- kitchen Porter (Summer 2013).

**Personal Skills & Positions of Responsibility**

* Assured public speaker, comfortable in creating and presenting solo or group presentations.
* Outgoing, committed and hard-working individual with excellent communication skills.
* Marketing Director of a Young Enterprise Company who successfully reached the Herefordshire & Worcestershire Finals.
* Club Captain for Oxford Brookes Cricket Club, helping to arrange and organise training sessions and meetings with Brookes Sport.
* Assistant Tennis Coach- coaching mini tennis lessons which involved planning and delivering structured tennis lessons.
* French Speaker to GCSE level
* Car driver and possess a clean driving license.

**Sporting Achievements**

* Tennis**-**  represented Herefordshire and Worcestershire in the County Cup Team competition at three age groups and was ranked in the top 150 in the UK for my age group during teenage years.

LTA Level 1 Tennis coach.

* Cricket- First XI Cricketer at School for 5 years, Pershore Cricket Club and captained at District level.

MCC Schoolboy Cricket Achievement Award (July 2015).

* Rugby -First XV rugby player at The King’s School Worcester and County age group.

**Interests**

* Gender equality, MSc Dissertation Investigated the Gender Imbalance in Quantity Surveying.
* Passion for personal fitness and team sports. Rugby, Cricket, Hockey, Tennis and Golf.

**Reference- Available on Request.**