

Personal Profile

A confident, organised, and determined individual with extensive experience researching, planning, developing, and implementing a variety of interventions. With vast experience in research and data analysis, including coding in R, my thorough and driven approach allows me to thrive in fast-paced environments, working well under pressure and always keen to take on the next challenge and learn new skills. Open to training and development, I compliment my existing management and analysis skills with my ability to learn quickly and adapt as needed to achieve exceptional results.

Key Skills

- IBM SPSS Statistics
- R and RStudio
- Quantitative Data Analysis
- Qualitative Data Analysis
- MS Office Suite
- Empirical Research
- Working under pressure
- Adaptability and innovation
- Organisation and systemising
- Teamwork and communication
- Managing and leading
- Empathy and compassion

Education and Training

Sep 2018 to Jul 2021 **University of Southampton**

Bachelor of Science, Psychology – 2:1 (hons)

Three-year BPS-accredited degree in psychology, covering a wide variety of skills and modules. Due to the University being Russell Group, significant emphasis was placed on research, the scientific method, data analysis, and statistics; all of which developed my inquisitive mind, attention to detail, methodical approach, and deeper understanding of both quantitative and qualitative research methods.

Sep 2015 to Aug 2017 **New College, Swindon**

A-Levels and Extended Project qualification

Graduated with A levels in Psychology (A*), Sociology (A), and Maths Dual Award (Db) alongside an AS Level Extended Project Qualification (A*)

Sep 2010 to Aug 2015 **The John Bentley School, Calne**

GCSE and equivalent

Graduated with 11 GCSEs graded A* to C including Maths (A*) and Statistics (A*), English Literature (A), Triple Science (B), and Computer Science (B) alongside a level 2 BTEC in ICT graded distinction

Employment History

The Palladium Group **Employment Advisor (Jul 2021 to date)**

Key Responsibilities

- Managing a caseload of >50 clients
- Organising my diary and forward-planning
- Liaising with multiple agencies
- Developing interventions for customers
- Building rapport and trust with individuals of all backgrounds
- Advising on health, wellbeing, finances, housing, benefits, and employability
- Forward-planning meetings to ensure progress
- Continual development and growth through IEP-accredited training

Key Achievements

- Researching and formalising a report reviewing compliance measures
- Developing psychological interventions in the form of workshops
- Consistently achieving KPI deliverables and compliance targets
- Streamlining admin to cut time-cost in half
- Supporting restructuring of scheme to better meet client needs

Catering Services
International

Catering Assistant (Jul 2019 to Mar 2020)

Key Responsibilities

- Assisting with food preparation
- Ensuring hygiene standards met at all times
- Providing excellent customer service
- Working under pressure to meet business needs
- Travelling to a variety of locations for work

Change, Grow, Live

Volunteer Recovery Support Worker (Apr 2019)

Key Responsibilities

- Attending training and development on rehabilitation
- Using various approaches to understand behaviour
- Assessing approaches to recovery
- Developing in-dept understanding of addiction and recovery
- Building rapport with service users
- Maintaining empathy and compassion throughout

The Co-op

Customer Team Member (Jul 2016 to Aug 2018)

Key Responsibilities

- Independently managing the bakery and deli
- Serving customers and handling cash
- Managing stock, deliveries, and waste records
- Supervising till staff and closing the shop
- Working efficiently to unload stock in tight deadlines
- Providing a welcoming environment to meet customer needs

Additional Information

Membership to
Professional Bodies

British Psychological Society

Eligible for Graduate Basis for Chartered Membership

Institute of Employability Professionals

Corporate Associate Membership (2021)