PERSONAL INFO

JAMES ADDIE

EMPLOYABILITY TRAINER

PROFILE SUMMARY

* Design and deliver bespoke employability programmes training undergraduates and graduates, especially from the BAME communities.
* Mentored 279+ Brunel University graduate job seekers since 2017 to gain employment in government, business & finance, IT, healthcare, and science & technology fields.
* Deliver and develop training programmes for face to face and live online job-finding mentorship using Skype for Business, Zoom & Teamviewer.

Seeking Employability Trainer role at Seetec Group (www.seetec.com) to offer more significant opportunities to reach and impact wider audiences.

CORE COMPETENCIES AND ACHIEVEMENTS

**Employability Mentorship**

* Spearheaded employability mentorship at Brunel University developing a step-by-step blueprint to guide 32 students from minority group forum who acquired skills, including digital marketing, business analysis, branding, project management, and management consulting.

**Educational Programme Design**

* Designed, planned, and delivered employability courses at Brunel University, prepared assignments, and seminar briefs, and used virtual learning environments (VLE) such as Moodle, ensuring interactive and engaging delivery to students

**Teaching and Education Management**

* Taught employability and enterprise management at Brunel University as a course leader and reduced the failure rate by 25% motivating students and deploying proactive teaching strategies.

RELEVANT EXPERIENCE

**EMPLOYABILITY ADVISER |** Job Pippins, London | **JUN 2017─ PRESENT**

* Guide job seekers via Skype on the most effective methods of self-marketing, networking, and relationship building making them land jobs quicker
* Advise on employment trends, job search insights, and interview preparation resulting in job placements
* Consult on CV improvements leading to candidates landing more interviews

**Key Achievement:** Created two online careers platforms (www.seethrough.com and www.nascentconnect.com) providing tailored employment-finding support services, especially to marginalised groups.

**EARLIER EXPERIENCE**

*PhD Tutors*, London, UK (*EDUCATION CONSULTANT)*  JUN 2012**─** MAY 2017

*Uxbridge College*, London, UK (*QUALITY CONTROLLER) JAN 2012***─** *MAY 2012*

EDUCATION

**BSC in Education Management | 2009─2012**

University of Abuja, Nigeria

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**Address**

Swindon, Wiltshire

**LinkedIn**

www.linkedin.com/in/james-addie

PERSONAL SKILLS

* Good Communication, Report

Writing & Problem-solving

* Positive Attitude, Teamwork,

Creative in Research

* Capacity for Self-assessment and

Questioning

* Motivating Others
* Forward-looking Work Approach

SOFTWARE MASTERY

Alma School Management

Moodle

Teamviewer

SPSS

Miro Whiteboard

SKILLS

* In-group & 1-on-1 Guidance
* Employability Coaching
* CAIG
* Programme Design
* Teaching & Lecturing
* Formative & Summative Evaluation

PROFESSIONAL TRAINING

OCR Level 6-Diploma in OCR Level-in Career Guidance and Development (QCF) at **Call of the Wild Training Ltd**, Abercrave, Swansea, UK (exp. March 2022)