PERSONAL INFO

**BETHANY COLE**

**FACULTY EMPLOYABILITY CONSULTANT**

PROFILE SUMMARY

* Design and deliver bespoke employability programmes training undergraduates and graduates to secure desired outcomes.
* Mentored 279+ BAME (widening participation groups) graduate job seekers since 2017 to gain employment in government, business & finance, IT, healthcare, secondary schools, and science & technology fields.
* Develop, coordinate, and deliver one-to-one guidance, group sessions and live online information and resources on job-finding mentorship using Skype for Business, Zoom & Microsoft Teams

Seeking Faculty Employability Consultant role at The University of Bristol (www.bristol.ac.uk) to offer more significant opportunities to reach and impact wider audiences and student engagement.

**CORE COMPETENCIES AND ACHIEVEMENTS**

**Employability Mentorship**

* Spearheaded employability mentorship and post -school employability and co-curricular and curricular activities at Brunel University developing a step-by-step blueprint to guide 32 students from widening participation groups who acquired skills, including digital marketing, business analysis, branding, project management, and management consulting

**Professional Employability Support**

* 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 and support students

**Interpret and Analyse to Create Employability Interventions**

* Taught employability and enterprise sustainability management at Brunel University and used data from academic staff to design and deliver employability intervention outcomes

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, how to articulate, negotiate, develop relationships, provide feedback, act as speakers, and prepare for interview resulting in job placements
* Consult on CV improvements leading to candidates landing more interviews

**Key Achievement:** Created two online careers platforms for job collaboration (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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12, Grading Close, Swindon,

Wiltshire, England SN25 2LH

**LinkedIn**

www.linkedin.com/in/james-addie

PERSONAL SKILLS

* Excellent Verbal and Written

Communication Skills

* Respond to Feedback
* Named CAIG Agreements Holder
* Act on Agreed Priorities
* Students and Graduates
* Employability Training Skills
* Allocated student to faculty

employability provision

appropriately

* Collaborate with Job Societies
* Manage Employer partnership
* Respond and Prioritise Academics
* Make decisions

SOFTWARE MASTERY

Alma School Management

Moodle

Teamviewer

SPSS

Miro Whiteboard

SKILLS

* Groups & one-to-one Guidance
* Employability Coaching
* Customer Services and Support
* Liaison and Decision Making
* Professional Development
* Problem solving
* Continuous Improvement
* People Management
* Planning and organising
* Analysis, Reporting and

Documentation

* Accountability

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. Sep 2022)