Rebecca White

Address available on request

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**Personal statement**

I am a friendly and approachable person who is technically proficient. I work well independently or as a helpful and patient member of a team. As well as being responsible and trustworthy, I also have excellent verbal and written communication skills along with good organisational skills. I am a keen learner and very intuitive when it comes to new things and I always question things I do not understand.

**Key Skills**

* Proficiency in areas of Microsoft Office, including Excel, Word and PowerPoint.
* Excellent communication skills, both written and verbal
* Diligent and hard worker
* Quick learner and able to pick up tasks and complete with ease, with minimal supervision.
* Eye for detail.
* Great organisational skills.

**Current Employer**

**Library Assistant – Bedford Modern School**

Since the 17th of June 2016 I have been working after lesson time in my school’s library; organising shelves, issuing, accepting returns and renewing books for students. I make sure the students are all signed in and then closing the library for the night. I am currently still in this job.

**Employment History**

**School Run initiative volunteer – Bedford Modern School**

This initiative takes place in local lower schools with the aim of teaching science to young students and inspiring them to get involved with the sciences in the future by showing them fun and hands-on experiments.

**Open Day volunteer – Bedford Modern School**

For the past three years I have been an enthusiastic and helpful open day volunteer at my school. In this role, I have accompanied potential parents and pupils around the school, talking positively about my experience of the school and answering any questions they have. It has significantly developed my communication skills, enabled me to talk confidently to members of the public and answer questions on the spot.

**Education**

**Bedford Modern School Sixth Form**

*(September 2015 – June 2017)*

I am currently studying towards my A Levels in:

* Computer Science
* Maths
* Physics

**Bedford Modern School Senior School**

*(September 2010 – June 2015)*

9 GCSEs, grade A-C, including Maths and English

**Bedford Modern School Senior School**

*(September 2010 – June 2012)*

BCS Level 2 Certificate in IT User Skills (ECDL Extra) (ITQ) (QCF)

**Hobbies & Interests**

* I have been attending dance lessons since the age of four, and have taken a number of formal examinations in ballet, tap and modern, all up to a Merit standard and at a high level.
* Also with my dance school I have taken part in numerous shows put on by my dance school.
* I am the President of my school’s Archaeology Society and last summer I participated in a student-run dig.
* In my spare time I work on my coding skills, of which include python, C#, HTML (a tiny bit of JavaScript) and more recently some PHP and SQL (databases). I have created a few simple games with these languages such as a text-based adventure game and a simplified version of Pac-Man along with creating a website which can display a database I created.
* I am a keen astronomer and love gazing at the night sky as much as I can.
* I love gardening and frequently help out with the vegetables growing in our back garden.
* I have been interested in crafting and arts for a couple of years now and create greetings cards for family members and I also love creating jewellery.

**References**

Trevor Rex – Ex-Head of Year (3 years)

[TRex@bedmod.co.uk](mailto:TRex@bedmod.co.uk)

Mrs M S Brown – Current Employer (Head Librarian)

[brownm@bedmod.co.uk](mailto:brownm@bedmod.co.uk)