

Saz Hadi

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Personal Statement

Aspiring Software Engineer and BA French and Philosophy graduate with over 5 years of experience in client-facing roles. Fluent in English and Kurdish with intermediate level French.

Employment History

Programme Officer – Circl, London W2 1BE (June 2022– present)

Operating course programmes at a B-corp start-up which provides leadership training for employees at high profile corporations such as, Google, Meta, Innocent, CBRE etc. This role included but was not limited to:

High level of organisational skills: I managed **6** programmes during my time at Circl, all at various stages of the programme cycle - with up to 32 participants per session. To ensure programme quality I maintained excellent attention to detail through managing session timings, frequent communication with participants via email and in meetings, answering queries, prepping for sessions and compiling feedback for programme improvements.

Data analysis: I analysed, interpreted and communicated themed programme feedback to various internal stakeholders so that programme learnings could be communicated to our clients and we could improve programme processes.

Learning resource design: This project involved me taking the lead on designing and creating innovative new learning resources with interactive videos to enhance the learner experience.

Tech skills: I managed the back end break-out rooms of Zoom sessions seamlessly. Data management using Google Drive, Excel, Salesforce and FormAssembly. I also updated the back end logistics of the Circl website to ensure all of our learning resources were accessible via one link.

Newsletter content creation: I helped in the design and creation of content for our Future Leader newsletters which provided a valuable source of career guidance, networking events and study tips to the underrepresented young people who participated in our programmes.

Volunteer – Medicinema, Chelsea and Westminster Hospital, SW10 9NH (August 2017 – present)

Transporting hospital patients from wards to cinema. Occasionally covering for the projectionist, screening films for hospital patients. Operating cinema projection equipment.

Volunteer Translator – Care4Calais

(March 2021 – present)

Translating documents and speech for Kurdish refugees and asylum seekers. Managing personal information and distribution Excel databases. Assisting clothing and goods distributions and sourcing products.

Events Staff – Host Staffing, London N1 7UX

(June 2018 – June 2022)

Serving food and drink at high profile events, ranging from music festivals to VIP dinners. Jobs include preparing drinks and serving customers on tills at festival bars; Waitressing at high profile silver service dinners; Cashier work at stadiums; Stock counting at start and end of shifts. Box waiting independently in VIP areas at various London stadiums.

Online Fulfilment Assistant – Harvey Nichols, London SW1X 7RJ

(October 2019 – January 2020)

Fulfilling online orders by processing and quality checking high end luxury items, locating items and solving any problems ensuring that order is complete and meets high standards.

Kids Team Assistant - Harbour Club Kensington, London, SW7 4XR

(August 2017 – June 2018)

Taking care of children in creche aged 5 months to 4 years old. Leading and planning schedules for Holiday Camps for children aged 5 years and up. Leading after-school fitness and play sessions for children.

Internship - Donmar Warehouse Office (Theatre), London WC2E 9NA

(August 2016)

Shadowing all aspects of the company including Finance, PR and Human Resources. Contributing ideas on how to get young people involved in theatre.

PR Internship - Halpern PR, London W1T 1QL

(July 2016)

Managing brand social media accounts. Emailing public figures for brand promotion. Sorting through promotional products sent by companies. Packaging products for review to send to magazines. Running errands, collecting prints.

Education and Qualifications

Chelsea Academy *(September 2010 - 2017)*

8 GCSEs: A-B

including Mathematics and English

A-levels: AAB

in French, English Literature and Mathematics

University College London *(2018 - 2022)*

BA French and Philosophy - *Second-class honours, upper division (2.1)*

Certificate in Teaching English as a Foreign Language (TEFL)

(Awarded February 2021)

References

1. Ingrid Leake - Programmes Lead at Circl - +44 7586 297058 - ingridleake94@gmail.com

2. Simon Hickson - Medicinema manager - +44 20 3315 3826 (ex. 53826)
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