

PROFILE

I am an ambitious, reliable and hard-working individual, currently working as a Human Resource Administration Apprentice after graduating from Nottingham Trent University in July 2020 with a 2:1 in Sociology BA(Hons).

My skills include research, analysis, communication, IT and people skills. In addition to this, I have high levels of sociological and HR knowledge, enabling me to engage thoroughly with various aspects of employee relations and society.

During my education and workplace experience I have gained over 2 years experience in retail with three different companies which has enabled me to develop my people skills and gain new skills such as EPOS and customer service. Furthermore, I have enjoyed working with the non-profit organisation Nottinghamshire Refugee Forum, aiding them in gaining a social media presence and promoting their work in the community. These experiences have enabled me to take on my current role of Human Resource Administration Apprentice with confidence and enthusiasm. This has allowed me to take on many new processes including payroll, absence level tracking, right to work checks and producing employee references.

Throughout my various roles I have enhanced my business skills, such as marketing and people services, as well as developing my knowledge of how communities in society operate. Combining this with my educational achievements and qualifications demonstrates how my hard-working nature, my capacity for learning and my ability to persevere in any situation can be a benefit for any future employer.

EDUCATION AND QUALIFICATIONS

2017 – 2020

Sociology (BA Hons) (2:1)

Nottingham Trent University

2016 – 2017

A-Levels– Sociology (B), Religious Studies (B), Business Studies (C) Spalding

High School

2015 – 2016

AS-levels – Business Studies (A), Religious Studies (B), Sociology (B), Psychology (C)

Spalding High School

2013 – 2015

GCSEs – English Literature (A), English Language (A), Mathematics (B), Science (double award) (BB), Business and Communication Systems (B), History (B), Product Design (C), French (C), Religious Studies (C)

Spalding High School

CAREER HISTORY

March 2014 - April 2014:

Work experience at Ideal Home Shopping (Newark Road, Peterborough, PE1 5WG)

January 2016 - April 2016:

Part-time Sales Assistant at Primark (Queensgate Shopping Centre, Westgate, Peterborough, PE1 1NH)

October 2016 - July 2017:

Part-time Sales Assistant at Bench Outlet Store (22 Springfields Outlet Centre, Camel Gate, Spalding, PE12 6EU)

May 2018 - September 2018:

Part-time Stockroom Assistant at Next Retail (Unit G Brotherhood Retail Park, Peterborough, PE4 6ZR)

July 2019- September 2019:

Sales Assistant at Clarks Shoes (37/38 Springfields Outlet Centre, Camel Gate, Spalding, PE12 6EU)

July 2020- Present:

HR Administrator Apprentice at Bakkavor (Bakkavor, West Marsh Road, PE11 2BB)

POSITIONS OF RESPONSIBILITY

2014: Form Captain

2015: Charity Rep

2016- 2017: Form Prefect

2019: Team Leader for NNRF Charity Project

AWARDS

2013- Junior Sports Leadership Award

- Organised and officiated a Physical Education class for other students
- Gained key leadership skills
- Improved communication skills

2014- Bronze Duke of Edinburgh Award

- Gained life skills and independence in a situation way outside my comfort zone
- Developed leadership skills in organisation of routes
- Creating solutions to unexpected issues

REFERENCES

Available on request.