

SOPHIE CLARE BARTLETT

✉ sophieclartlett@gmail.com

I have a broad range of interests and achievements, which have come through taking initiative, making the most of opportunities that arise (or that I seek out), and showing determination to achieve all that I can. Maintaining these efforts across all my hobbies and studies requires me to be driven, to communicate well, to be positive and proactive in my approach, and to be well-organized.

EXPERIENCE

-
- | | |
|-----------------------|--|
| Sep 2020–
present | Front of House Staff, The Queen's Head Pub & Restaurant, Little Marlow <ul style="list-style-type: none">• Polite, efficient waitress in busy gastro-pub environment, showing good initiative when needed• Flexible and committed team member, both in terms of shifts worked and preparation/cleanup |
| Sep 2020 | Temporary Worker, Next PLC, Wycombe <ul style="list-style-type: none">• Main role was as a delivery assistant, unpacking and processing stock to tight deadlines• Also worked on shop floor during busy sale periods |
| Aug 2020–
present | Private Tutor <ul style="list-style-type: none">• Providing at home tuition to several KS 2-4 students in English, Maths, Science & 11+ preparation |
| Apr 2020–
present | Seller on Depop <ul style="list-style-type: none">• Seller with all 5-star reviews• Excellent customer service skills and attention to detail |
| Jun 2019–
Jul 2020 | Deputy Head Girl, Claires Court Sixth Form, Maidenhead <ul style="list-style-type: none">• Acting as a role model for other students both through my conduct and academic achievements• Attending meetings to advise on the refurbishment of the Sixth Form centre• Supporting the rest of the Student Leadership team in organising social events• Promoting school at events and open days |
| Jun 2019–
Jul 2020 | History Subject Ambassador, Claires Court Sixth Form, Maidenhead <ul style="list-style-type: none">• Delivering engaging and informative assemblies to the whole school• Representing school at subject-based events (e.g. Tudor Conference and Lessons from Auschwitz project) |
| Oct–
Nov 2019 | Student Volunteer, Pearl Gambia, Brufut <ul style="list-style-type: none">• Primary school classroom assistant (e.g. English, basic hygiene, cultural exchange)• Running break-time games and activities• Manual labour assisting with school improvements |
| Jul 2018 | Work Experience Student, O2 Telefónica, Slough <ul style="list-style-type: none">• Work shadowing in the following departments: Finance, Networks, IT, Procurement and HR |
| Mar 2015–
Oct 2017 | Young Leader, Colnbrook Scout Group, Berkshire <ul style="list-style-type: none">• Supervising young people aged 6–8• Creating and organising age-appropriate activities which help them develop new skills in a fun, safe and engaging environment• Conducting risk assessments• Specifically helping to include a number of children with various learning difficulties |
| Aug 2015 | Film Extra, Ann Koska Agency, Pinewood <ul style="list-style-type: none">• Following direction quickly and efficiently on a large, complex film set (<i>Fantastic Beasts and Where to Find Them</i>) |

EDUCATION

BA in History (2021–), Newnham College, Cambridge

Currently on gap year

A-Levels (2020), Claires Court Schools, Maidenhead

History (A*), Economics (A*), French (A), Extended Project Qualification (A)

GCSEs (2018), Claires Court Schools, Maidenhead

Mathematics (9), English Language (9), English Literature (9), French (9), Biology (9), Chemistry (9), Physics (9)
History (A*), Art (7), Music (6)

CERTIFICATES / AWARDS

-
- Global Diplomacy: Diplomacy in the Modern World (SOAS via Coursera)
 - ASDAN: Holocaust Education Trust *Next Steps* project (3 credits)
 - TCL Level 1 Arts Award
 - CLRG Graded Irish Dance examinations (Distinction)
 - RSL Grade 5 Vocal performance certificate (Merit)
 - LCM Grade 4 Musical Theatre (Distinction)
 - ABRSM Grade 4 Classical Singing (Merit)
 - Chief Scout's Silver Award