

Vicky Paterson
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I am an 19 year old hard-working student looking for part-time work. I have moved to Edinburgh to study Computer Science and Artificial Intelligence, at the university of Edinburgh. I have a wide range of skills through previous work experience including: time management, computer Literacy, working with disabled people, and working with young people.

Employment

Retail Assistant A1-Homes (2019 – 2023)

I worked as a retail assistant, working mainly in prepping stock for sale to customers and ready for shipping.

- Packaging and labelling stock in preparation for shipment. Requiring a great level of care in order to ensure the product meets consumer standers
- Checking of stock invoices against incoming deliveries and referring inconsistency to higher management
- Answered emails to provide product information and customer support.
- Being able to be flexible to compensate for courier and supplier delays in deliveries. These delays in deliveries also resulted in me having to be able to work to tight turnarounds.
- Handled calls with suppliers to resolve any issues.

Retail Associate – Skechers (2024 – Present)

I am currently working at Skechers, working both in the stockroom and shop-floor

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Tutoring (2022-2023)

- Tutoring an autistic student in maths weekly. This gave a greater understanding of autistic people and how to support them in an educational setting. A skill which can be transferred to other environments.

Education

Madras College (2019 – 2023)

Certificates

- Advanced Higher Maths - A
- Advanced Higher Computing - A
- Advanced Higher Physics - B
- Higher Sociology – A

Extra Curricular

- NUS Representative
 - I was elected to represent a student body of 50000 in both the NUS Scotland NUS UK conference
- Counting Agent
 - Working until the late hours at Edinburgh's 2024 UK General Election count.
- Mentor Preventing Violence -
 - Prepared and delivered lessons to students (12-14 years old) for 3 hours a week. These lessons handled gender violence, sexual harassment, and bullying prevention in order to encourage them to be socially responsible

- This required that I take a 2 day course on gender violence and student safety
- Political Canvassing
 - I have spent dozens of hours volunteering my time to speak to people both on the doorstep and over the phone in order to hear their views and issues. This has resulted in a strong ability to speak to people in an engaging manner.

Skills

- Time Management - My work for A1 homes required me to develop time management due to the courier and supplier delays in deliveries.
- Handling Stock - While working for A1 my core responsibilities were packaging and labelling stock, ensuring they are ready for shipment. Giving me years experience of handling merchandise.
- Customer Service - I was also responsible for answering emails proving customers with support.
- Multilingualism - I am conversationally fluent in Norwegian, English, and German
- Computer Literacy - Regularly assisted older colleagues with productivity software, including email management, spreadsheet software, word processing.

References:

Barbara Paterson
 Owner of A1-Homes
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 07967 777450

Donna Healey
 Mother of autistic pupil
 07947 318624