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# Jane Smith

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As a First-Class graduate from The University of York, I am excited to start utilising my communication skills in a dynamic and lively environment. While I attended university, I joined my friends as presenters of one of York's award-winning radio shows, which was key to helping me refine my sales and communication skills.

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## Education

**The University of York** - 2017-2018

**Bachelor of Arts (hons) English Language** – First Class Honours

- Key creative modules allowed me to read and research outside standard academic literature, helping me to expand my imagination and creativity.

**Linton Village Collage, Cambridge** - 2009-2017

**A/AS Level** – English Literature A\*, History A\*, Politics A, (Chemistry A).

**11 GCSEs** – 7A\*s, 2As, 2Bs

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## Relevant Experience

**Presenter on York Now Student Radio** – September 2017 - July 2018

- Hosted and organised an award-winning York Now student radio show at University of York.
- Co-presenters and I researched topical relevant news and devised new games each week.
- Executed an effective in-depth show addressing social issues, creating a safe space to discuss University mental health.

**Part-time Shop Assistant, Paperchase** – August 2018 - December 2018

- Handled issues surrounding customer service, often requiring my initiative and team co-ordination with my team mates.
- Worked in collaboration with team mates and provided team leader support to ensure the shop's monetary goals were reached.

**Personal Assistant, Harrington Law** – February 2019 - present

- Liaised between clients and team members to go above and beyond my role requirements and ensure the whole team were coordinated.
- Initiated various efficiency changes in the office and communications line to ensure quick and easy communication and collaboration within the team.

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## Other Experience

### **HSBC Holdings** – September 2013 - July 2014

- Gained experience and information on how FTSE 100 companies function, working with tax, compliance, finance and fund investor relations.
- Sourced and created tax data using Microsoft Excel for the HSBC AGM.

### **Private Tutor** – September 2015 - June 2016

- Created tailored private lessons for a variety of children, learning how to approach tasks in unique ways.
- Improved my students' grades in Maths and English by 32% on average over the span of 10 months.

### **Attended Cambridge Summer School** – June 2016

- Connected with fellow Cambridge students while focusing on my studies and extra curricular.

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## Additional skills

**First aid** – Up-to-date first aid certificate.

**IT skills** – Well versed in Excel, Powerpoint, Word and various Apple iWork software.

**French** – Conversational.

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## Interests

**Travel** – Travelled across Scandinavia as part of a self organised and funded inter-railing trip.

**Sport** – Netball and swimming.

**Raising and Giving** – Raised £750 during York Now's weekly competition for Green Peace.

**References are available upon request.**