

2008 – 2009

Volunteer Mentor

Youth Offending Team

- Providing one-to-one support, guidance and encouragement to young people who are at significant risk of offending or re-offending
- Maintaining confidentiality, whilst ensuring child protection procedures and issues of disclosure are followed
- Supporting mentees to set positive goals and work towards achieving these
- Establishing and maintaining regular and timely contact with mentees.

Work Experience

2007 – 2009

Bar Supervisor

Student Union Bar

- Served customers, maintained excellent levels of customer service during busy periods
- Managed the bar in line with health and safety regulations
- Trained and supervised new bar staff
- Key-holder and responsible for opening and closing the bar within licensing hours
- Planned and organised staff rotas
- Ensured the bar area was stocked and well maintained.

Although this role may not be relevant to the area of work, it highlights transferable skills and experience such as supervisory and management skills

Additional information

- Confident with a range of IT packages including Word, Excel, Powerpoint, internet and e-mail.
- Fluent in Spanish and French
- Full, clean driving licence.

Interests

- Team captain of the University Hockey Team
- Active member of the University Student Union.

Positions of responsibility related to sport such as team captain may not be related to the job but they evidence leadership qualities

References

- Available on request.