

SAM JONES – CV2

The Residences, University of Somewhere, Somewhere, SW4 3JP

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Career Overview

Three years' experience in university administration and events management roles

Delivered high quality student support

Excellent management and communication skills

Education

2014 -2018 PhD in English & Caribbean Literature University of Somewhere

2013 – 2014 MSc Sociology with Research Methods University of Newtown

2010 – 2013 BA English Literature University of Newtown

First Class Honours and Awarded Vice Chancellors prize

University Administration and Student Support Experience

08/15 – 07/18

Academic Office Administrative Assistant University of Somewhere

Able to deal efficiently and calmly with academic enquiries from current and prospective students

Experience of working in a busy student service centre

Successfully built strong working relationships with colleagues in disability, mental health and counselling services

Able to take responsibility for managing own workload

Quickly developed knowledge and understanding of university administrative systems and procedures

08/16 – 07/18

Hall Tutor The Student Residences University of Somewhere

Responsible for supervising a residential block of 150 undergraduates, providing welfare support, overnight supervision and disciplinary decisions

Facilitating student access to University and Students' Union support services, and assisting students with particular support/welfare needs

Working with residential staff to organise social events for 400+ students from diverse socio-cultural backgrounds

Contributing to the University's Staff Development Programme, delivering training sessions for 50+ staff and mentoring new hall tutors

Events Co-ordination Experience

07/18 – Present

Events Coordinator Careers Service University of Somewhere

Responsible for organising campus-wide events for a range of employment sectors

Liaising with University staff, alumni and employers to design/schedule events

Experience of preparing appropriate marketing and publicity materials using Publisher

Sole responsibility for writing Careers Events blog

Used analytical skills to review student and employer feedback

05/17

Conference Organiser

Caribbean Literature Network

Chair of conference organising committee with responsibility for establishing first Caribbean Literature research conference

Utilised organisational and planning skills to plan all aspects of the conference

Successfully secured sponsorship for the conference

Experience of managing a team of five colleagues resulting in the design and delivery of a successful event attended by 50 researchers

Teaching and Editorial Employment

09/16 – 07/18

Literature Tutor

English Department

University of Somewhere

Two years teaching undergraduates, including international/mature students

Setting seminar content, delivery and teaching material to match learning needs

08/17 – 10/17

Editorial Assistant

The Writing Co

Collaborated with principal editor to prepare manuscript for publication

Worked independently to establish stylistic, referencing and formatting consistency

Other Employment

09/10 -08/14

Bar and Retail Assistant

University of Somewhere

Promoted to team leader in 2014

Responsible for organising team rotas

Managed deliveries from suppliers

Additional Experience and Interests

Freelance Writer

Regularly contribute articles to digital magazine for women writers

Literacy Tutor

Volunteer with a children's reading club with the Somewhere Literacy Project

Theatre

Member of the Somewhere Amateur Players

Travel

Travelled extensively and independently throughout the Caribbean as part of PhD research

References

Available on request