

# SAM JONES – CV 1

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

[s.jones@somehwere.ac.uk](mailto:s.jones@somehwere.ac.uk)

07890234567777

## Career Overview

Three years' administration experience  
Current experience in events co-ordination  
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

## Employment

07/18 –	Events Coordinator	Careers Service	University of Somewhere
08/15 – 07/18	Administrative Officer	Academic Office	University of Somewhere
09/16 – 07/18	Literature Tutor	English Department	University of Somewhere
08/17 – 10/17	Editorial Assistant	The Writing Book Co	London
09/10 - 08/14	Bar and Retail Team	Student Union	University of Somewhere

## Administration

Responsibility for updating and maintaining student records using university administration software  
Experience of preparing and uploading annual student progress reports for five academic schools  
Able to prioritise own workload in order to meet competing deadlines

## Event Management and Organisation

Responsibility for planning a series of 50 employer events  
Successfully sourced a range of speakers from industry for each event  
Experience of producing a range of publicity materials for the programme, including a brochure and blogs  
Managed the on-line booking process and dealt with student enquiries relating to events

## Communication

Able to utilise a wide range of written communication skills including producing activity reports, publicity materials and social media posts  
Confident presenter with experience of delivering training for residential hall staff and facilitating employer led workshops  
Effectively dealt with a range of student enquiries with ability to provide clear explanations and advice

## Teamwork

Experience of working in a busy student services team providing guidance and advice  
Able to build effective working relationships with colleagues at all levels based in counselling and welfare support

## Customer Service

Able to deal efficiently and calmly with enquiries from students and academic staff  
Currently provide a quick query service to students to respond to enquiries concerning careers events

## **Additional Experience and Interests**

### **Freelance Writer**

Regularly contribute articles to digital magazine for women writers  
Consistently meet publication deadlines

### **Literacy Tutor**

Children's reading club volunteer with the Somewhere Literacy Project for three years  
Lead two one-hour storytelling sessions per week in local primary schools

### **Theatre**

Member of the Somewhere Amateur Players  
Joined the management committee six months ago and have taken over responsibility for marketing and publicity

### **Travel**

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

## **References**

Available on request