

Elizabeth Smallwood

Mobile: 12345 678910

E-mail: up1234567@myport.ac.uk

Address: Portsmouth/Surrey

Second year English and Creative Writing student aiming to achieve a First Class degree. My academic studies have taught me to develop arguments in formal verbal presentations and written essays and I have acquired skills in research, information retrieval, processing, and analysis.

Outside of my academic and working life, my interests lie with the creative media industry. My personal creative outlet includes writing a blog and I am Co-President of the Creative Writing Society at the University of Portsmouth.

Higher Education,

2014 – Present: BA (Hons) English and Creative Writing (Year 1 – xx%), University of Portsmouth

Second year key modules to complete:

- Creative Writing for Children and Young Adults
- The Magazine
- Short Stories
- Literary Prizes and Public Acclaim
- Style and Subversions: Nineteenth Century to the Present
- Puritans to Postmodernists: American Literature

The module 'Literary Prizes and Public Acclaim' has given me a great insight to the formation of the Literary and commercial canon and what roles these play in our society. I have also learnt about different cultures and their literature. I thoroughly enjoyed learning about different genres of writing, and hope to implement this in my own writing in the future.

First year module results: Telling Tales: (xx%), Tips, Tricks and Techniques: (xx%), True Stories: (xx%), Critical Thinking: (xx%), Literary Powers: Renaissance to Romanticism: (xx%) and Poetry and Poetics (xx%). These modules have allowed me to understand the origins of particular genres, stories and writing styles, in particular the module 'Telling Tales', in which we looked at how the first stories came to be. 'Tips Tricks and Techniques' helped me develop my own skills even further and look at the creative process of other authors.

Relevant Work and Volunteer Experience:

April 2011 – Sept 2014: Saturday Library Assistant – Library Service

- Dealing with reader's enquiries and all aspects of customer services.
- Specifically, responsible for the children's library and young adult readers.
- Paying close attention to detail in a pressured environment.
- Knowledge and application of the Dewey Decimal System.
- Keeping abreast of new and upcoming books and authors to better answer questions and make suggestions to readers.
- Developed my questioning skills to discover the interests and preferences of young readers to assist them in expanding their reading experiences.

Summer 2015: Summer Reading Challenge Volunteer

- Expanding children's reading boundaries by signposting them to try unfamiliar genres and authors.
- Encouraging children to join the reading scheme, to widen their current field of reading and to inspire them to continue reading throughout the summer.
- Interacting with children, investigating and assessing their current reading habits and level of ability and then motivating them to try new appropriate avenues of reading.

May 2015 – May 2016: Co-President of the University of Portsmouth Creative Writing Society (The Dead Poets Society)

- Founded and rejuvenated the old Creative Writing Society as it had not been active for two years.
- Dealt with the workings of the society and the responsibilities of being a co-president.
- Made connections with local businesses to work in partnership with the Society.
- Implemented competitions for members and working in conjunction with the lecturers and what they are teaching.
- Researched and arranged publication opportunities for our members.

Sept 2014 – May 2016: Residence Assistant – Rees and Burrell Halls of Residence: University of Portsmouth

- Responsible for ensuring the wellbeing of hall residents reporting to the student support manager.
- Organising hall based events to encourage social interaction and providing peer support for those seeking help and guidance.
- Developed my interpersonal and listening skills so I may assess situations and devise coping strategies for individuals faced with the new challenges of university life and being separated from their home support network.

- The events aspect of my role has developed my time management and organisation skills.
- Produced written communication, for example posters, verbal presentations and online communications.
- Gained a good understanding of equality and diversity awareness and the importance of the Data Protection Act.

Summer 2012: Front of House and Administration Assistant, Children’s Adventure Farm Park

- Dealing with parents and children visiting the farm, on the phone and via email to ensure an exciting and rewarding experience.
- Using persuasive selling techniques to encourage day visitors to upgrade to annual passes thereby driving the revenue of the company.
- Use of a complicated computerised till system and cashing up.
- Managing inbound telephone and email enquiries.
- Basic administration paperwork.
- Basic Office skills.

Other Work Experience:

June 2011 – Present: Banqueting Waitress, Country Club

- Leading a team of servers to correctly set up and provide high quality silver service dining at events for up to 800 guests.

Sept 2011 – Jan 2012: Sales Assistant – Sewing Bee Haberdashery Shop

- Dealing with customers, providing technical advice, use of till, cashing up and stock management.

Other Volunteering Experience:

Summer 2013: Volunteer to St Bernard’s Project, New Orleans, USA, through Links group

- I was assisting a volunteer group rebuilding family homes destroyed by hurricane Katrina.

Jan – Nov 2010: Volunteer Waitress and Children’s Activity Organiser –National Trust Castle

- Working within a team, understanding what help children needed with educational based activities, knowledgeable about the exhibits.

Jan – Jun 2009: Volunteer Catechist – St Joseph’s Catholic Church

- Communicating in an effective way with very young children, adapting my approach to be sensitive to the special needs of a child with learning disabilities.

Previous Education:

2012– 2014 High School for Girls

A levels Sociology (X), English Language (X), English Literature (X)

AS levels Biology (X), English Language (X), History (X), Sociology (X)

2006 - 2012 High School for Girls

AS levels History (X), Biology (X), Psychology (X), English Literature (X)

GCSEs 4Xs, 6Ys, 1Z

Other Key Skills:

Microsoft Office Suite, Database data entry and management, basic office and administration skills, proof reading, analysis, spoken and written communication, research skills, independent and team working, coherent and persuasive arguments.

Notable Achievements:

- Two published poems in separate anthologies (titles available upon request).
- Awarded the ‘best’ presentation at the Lionhart Challenge, 2010.
- Reached regional finals of the Jack Petchey Speak-Out Challenge, 2011.
- Sang in St Peter’s Basilica, Rome as a member of school choir, 2011.

References:

Person A
Position
Email

Person B
Position
Email