

John Doe

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Education

University of St Andrews 2018-2022

Medieval History MA Hons (expected 2:1)

- Modules have included: The Crusades, The Middle Ages & the Movies, End of the Middle Ages?, Scotland & England in the 15th Century
- Regular presentations, discussion groups and seminars fostered a critical approach to academic work, and an ability to communicate well both on paper and in person.

Honours dissertation: 'Belief in the supernatural in mediaeval St Andrews'

- Conducted extensive literature research using online and library archives.
- Presented findings to an audience of peers and academics, requiring effective communication skills to connect with a varied audience.

The King's School, Newcastle-upon-Tyne 2013-2018

A Levels: History (A), Geography (A), English (A)

AS Levels: French (B), Maths (B)

GCSEs: 3 x A* (Maths, English, French), 4 x A (including IT and History), 3 x B

Work experience

Tyne IT Solutions Ltd, STEP - Summer Intern Summer 2019

- Undertook successful marketing project for small Newcastle-based IT retailer.
- Collected and analysed customer footfall data for the last two years.
- Worked with owner to establish business offering, goals and target audiences.
- Created a 12-month marketing strategy and new customer database.
- Finalist in north-east regional heat of the 'UK's most enterprising student' competition.

Da Vinci's Delicatessen, Edinburgh - Sales Assistant Summer and December 2018

- Responsible for providing a quality service to customers in this famous Edinburgh store.
- Developed an excellent understanding of high end food retailing.
- Trained in customer service skills and employed these daily, liaising both in-store and by mail order.

Costa Coffee, Newcastle – Barista Summer 2017

Worked in this busy city-centre coffee shop carrying out a range of tasks including:

- General customer service and care within a small and ever-changing team.
- Managed stock and cashing-up; organised staff rotas and training.
- Promoted to supervisor after two months.

Positions of responsibility

University of St Andrews Gastronomic Society – President

2019-2020

- Set up this society from scratch in my second year to promote appreciation of quality food among the student body.
- Used a successful marketing strategy to grow membership from 5 in the first year to 63 currently.
- Responsible for sourcing speakers and publicising events, particularly through Twitter and Facebook.

Additional skills

- Languages: French (basic), Italian (intermediate).
- IT skills: proficient in MS Office, Google Drive, Prezi; competent in social media, including LinkedIn, Twitter and Facebook.

Interests and activities

- Travel: travelled extensively in Europe and particularly enjoy visiting Italy, where I can indulge my passion for history and gastronomy.
- Cooking: enjoy cooking and have recently completed a short evening course 'Cooking for special occasions'. Put my new culinary skills to good use by hosting dinner parties for friends and family.

Referees

Dr John Smith – Lecturer, School of History, University of Andrews, St Katherine's Lodge, The Scores, St Andrews, KY16 9AR. Email: js@st-andrews.ac.uk; Phone: 01334 111222

Mr Clive Barrett – Director, Tyne IT Solutions Ltd, South Tyne Road, Newcastle-upon-Tyne, NE1 3PB. Email: cjbarrett@itsolutions.net; Phone: 0191 222333