

Sarah Lotus

Location: Leeds
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Profile

As an enthusiastic and dedicated individual, I am eager to learn and perform well under my own initiative. I am a conscientious, versatile and motivated person, able to complete any given task to the best of my ability while following instructions to the letter.

Education & Qualifications

- 10 GCSEs, Cardinal Newman Catholic School, Brighton (2022)
Including Maths (A*), Science (A*) and English Language (A)
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Work Experience

Oct 2021 **KNIGHTS BROWN - Work Experience Placement**

- Visited a construction site where an extension to an existing industrial plant was being built for clients
- Checked ongoing construction tasks in collaboration with the Site Engineer and carried out troubleshooting tasks
- Proactively attended a weekly project review meeting, which highlighted the importance of project management and how it can affect the efficiency of a site
- Shadowed the Divisional Director to gain an understanding of the day-to-day operations of a medium-sized civil engineering contractor
- Learned how procurement strategies used by clients can greatly affect the overall productivity of a project

Aug 2021 **RICARDO - Work Experience Placement**

- Developed an insight into the working life of a multinational engineering consultancy, particularly the relationship between client and consultant, and how this can be managed efficiently for mutual benefit
 - Tested and documented engine performance
 - Compiled test data and plotted it on Uniplot
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Employment

2021 - Present **NEXT - Sales Consultant**

- Drawing upon excellent listening and influencing skills to encourage customers to buy products, by pitching vocal tone and pace with them to elicit rapport, leading to more sales
 - Assisting customers with queries and problems, reaching rapid and satisfactory resolution to maintain excellent customer relations and ensure return custom
 - Creating a welcoming ambience for shoppers by conversing with them pleasantly to ensure their first and last impression of the shop was favourable
 - Acquiring new skills including how to work in a team environment, problem resolution, and workplace etiquette
 - Demonstrating responsibility and integrity by handling large amounts of cash
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IT Proficiency

- Proficient in Revit & MATLAB
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Hobbies

- Playing drums at grade 7 level, as well as guitar and bass
- Band member for several years
- Playing 5-a-side football

William Davies

Location: London, SE1
Mobile: 07777 999999
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Profile

A capable, responsible, and dedicated student with a passion for computing, especially coding and gaming. Works well independently and when following instructions. Demonstrates exceptional time management abilities with outstanding punctuality and effective communication. Predicted top grades across all 11 GCSEs and keen to secure work experience in the IT sector.

Key Skills

- Coding
- Game Development
- Website Creation
- Coaching
- Supervision
- Technology

Work Experience

Web Developer

Oct 2020 - date

Freelance

- Creating inspirational and eye-catching WordPress websites for friends and family, carefully adhering to specific briefs

Key Achievements

- Developed websites for a holiday home, a small yet thriving business, and a cookery blog
- Created Defence Platoon from scratch, a new game which is available to play on Game Jolt

Assistant Golf Coach

Jan 2022 - Aug 2022

Teetime Golf Club

School holidays

- Assisted with coaching junior club members from complete beginners upwards
- Advised on techniques at the driving range, on the putting and chipping greens, and on the golf simulator
- Supervised and instructed players aged between 9 and 15 on the course, particularly regarding club selection
- Drove golf buggies safely and with consideration for other players

Key Achievements

- Secured a paid role, having initially worked for 2 weeks on a voluntary basis
- Enabled players to progress, improve their skills, and enjoy a new sport

Assistant Voluntary Beaver Leader

Jul 2021 - Aug 2022

The Scout Association

Wednesdays

- Played a key role running fun activity sessions for children aged 6 to 8 years old while supporting the Beaver Leader
- Led by example to encourage high standards in terms of uniform and behaviour
- Supervised activities including games, hiking, crafts, cycling, and litter picking

Key Achievements

- Completed Young Leader training and acted as a role model
- Oversaw activities at a week-long cub camp, ensuring the children behaved well, were safe, and had fun

Education & Qualifications

- 11 GCSEs including English, Maths, Double Science, and Computer Science, Oaktree Academy (ongoing)
- Young Leader Training, The Scout Association (2021)

Further Details

IT Proficiency: Coding in Visual Basic and C#, web development using WordPress
Achievements: Bronze Duke of Edinburgh Award completed, Silver Award in progress
Interests: Game development, cooking, and playing golf and racketball