

TYPES OF CV (CONT)

Skills-based

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Profile

A final-year History student with excellent communication and team working skills gained in nursing, now seeking to move into a role in the museum sector. Able to work members of the public of all ages and competent in using IT.

Skills

Communication

- As Ward Sister it was important to be able to communicate with a variety of staff ranging from cleaners to consultants;
- Working with patients and their relatives required me to communicate with members of the public of all ages and to handle difficult and emergency situations;
- I presented my degree project on 'The Impact of the Corn Laws' as a PowerPoint presentation at a History seminar as well as in writing.

Flexibility and adaptability

- As Ward Sister I managed a team of nursing and support staff, which included organising staff rotas and prioritising tasks. I also managed patient admissions, liaising with staff in other departments;
- As Secretary of the History Society I was responsible for organising events and excursions, booking speakers and carrying out risk assessments;
- My degree project required work to a tight deadline; researching in local archives and managing a database;
- Bringing up two children whilst working and studying has required flexibility.

Teamwork

- Worked as part of a team on a busy ward, sometimes under great pressure. Here team working and initiative were essential;
- The Psychology module of my Access course involved a group project where I worked with three other students investigating the effect of returning to work on women's self-esteem. I was responsible for co-ordinating interviews and qualitative analysis of interview transcripts. Our project was awarded the highest grade of any in that year;
- As an office temp it was necessary to fit into a team immediately and to pick up information quickly.

IT

- Good knowledge of MS Word, Excel and PowerPoint;
- Designed History Society web page using HTML;
- Created a Facebook page for the History Society which now has 250 likes.

Sales

- As a waitress in a fast food chain I had weekly sales targets which I regularly exceeded.

Education and qualifications

BA (Hons) History, University of Kent 2018-2021

Achieved 63% in second year examinations: Key modules included Origins of the Second World War, Making History: Theory and Practice and Introduction of Military History. expected result 2:1.

Canterbury College Access Course 2015-2017

Including History (75%) and Psychology (83%)

William Harvey Hospital, Ashford, Kent 1992-1995

State Registered Nurse Training Course

Study of anatomy, physiology, diseases and treatment and practical nurse training

Surbiton High School 1986-1992

5 O Levels including English, Mathematics, Science

Work experience

Elite Nursing Agency, Canterbury 2006 – present

Part-time nurse, whilst bringing up my children and studying for my degree.

Canterbury Hospital, Ward Sister 2002-2005

Responsible for patient care, clinical procedures, administrative duties and staff training and development while in charge of a busy surgical/medical ward with a 4 bed critical care unit. Also responsible for staff training and development.

Canterbury Hospital Staff Nurse/Senior Nurse 1995-2002

Working within multi-disciplinary teams on a variety of wards.

Other jobs have included temporary office work and waitressing.

Additional information

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- On my own initiative I successfully completed the University of Kent Careers Award which covered identification and development of employability skills, self-awareness, identification of relevant career options, researching opportunities, CV preparation and interview skills.

References available on request