

# TYPES OF CV (CONT)

## Chronological

### Jennifer Marethis

49 Bridge Place, Canterbury, Kent CT1 11V

Mobile: 07688 43650

Email: jenmarethis@kent.ac.uk

linkedin.com/jenmarethis

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#### Profile

Third year History student with previous work experience in museums and in a retail environment. Seeking a full time Visitor Services Officer role. Excellent customer service skills. Experienced in delivering tours and workshops and proven track record of meeting sales targets.

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#### Education

##### 2018-2021 University of Kent, History, (expected grade 2:1)

Key modules:

- Origins of the Second World War
- Making History: Theory and Practice
- Introduction of Military History
- Britain and the Falklands War
- British Army and Empire

As well as theoretical knowledge, I have developed a number of skills through these modules including working as part of a group, presenting and report writing. I have developed my IT skills, including advanced knowledge of Word and Excel, through completing my European Computer Driving Licence (ECDL).

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##### 2015-2018 Dover Grammar School for Girls

A levels in History (A), English (A) and Mathematics (B)

10 GCSEs at A\* to C grade

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#### Work Experience

##### May 2017 – August 2017 Sales Adviser, Sports United, Dover

- Temporary summer sales adviser role
- Developed excellent customer service skills and the ability to work flexibly through my various roles working on the till, in the fitting rooms and on the shop floor
- Regularly exceeded weekly targets for account card openings
- Resolved customer complaints to ensure excellent customer service

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## Volunteer Experience

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### June 2016 – present Volunteer, The Technology Museum, Sittingbourne

- Working in a team of 10 volunteers and 3 paid staff
- Assisting paid members of staff with tours during school visits to the museums
- Assisting at seasonal museum events on an ad hoc basis
- Developed a new family event during the summer holidays which increased attendance on that day by 70% compared to the previous year. This resulted in additional income for the museum. I am developing a similar event with a Christmas theme.
- Created social media content for the school summer holiday programme of events.

### July 2015 – present Football Coach, Dover Youngsters Football Club

- Coach the under 12s team on Sundays and during holiday periods
- Adapt my coaching style to each child, taking into account their learning style
- Work in a team of 2 other coaches
- Plan and organise games with other local clubs
- Trained in health and safety procedures as well as first aid

## Interests

General Secretary of the University of Kent Paddle Boarding Society

- Responsible for all society administration
- Advertising of monthly events at various locations
- Reading and responding to society emails
- Have increased Facebook likes by 72%

In my spare time I am learning French through a Study Plus extracurricular course and I also enjoy hiking with friends. I recently completed the Three Peaks Challenge and raised £500 for charity in the process.

References available on request

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