**HR Administrator, Autocraft Drivetrain Solutions** (Temporary contract)

* Matriculate new employees into the Company.
* Creation and upkeep of complex Excel spreadsheets.
* Working with multiple departments to achieve mutual interests.
* Training, performance and attendance tracking of all staff.

**Trainee Area Manager, ALDI Stores Ltd.** (February 2022 – July 2022)

* Manage busy, high-performing store with 20+ staff members.
* Track company finances and achieve highest possible sales.
* Ensure high due diligence and accurate accounts.
* Ensure optimum personal and staff efficiency.
* Received training in European Working Standards and Employment Law.

**Teacher, Discovery Summer** (June 2018 – July 2019)

* Two consecutive summers creating, organising, and delivering bespoke educational programme for international students.
* Instigated Model United Nations programme as part of the Young Global Leaders Initiative.
* Planned, orchestrated and gave feedback on lessons in English as a Second Language, History, and Politics.
* Worked with students of all ages and adapted lesson planning to suit their strengths.

**Volunteer, Refugee 4 Refugees** (Summer 2019)

* Worked in a team of international volunteers to provide sport for refugees on the Greek island of Samos.
* Organised efficient and effective donation system to ensure donations were evenly distributed and given to those who needed most.
* Organised sports lessons, arts-and-crafts lessons and music lessons for the students on the camp.
* Liaised with local authorities and other NGOs such as Medécins Sans Frontières to create healthy and productive relationship with all authorities on the island.

**Assistant Bookkeeper, BlackHorn** (May 2018 – June 2021)

* Diligent upkeep of business accounts - both paper copy and Xero software.
* Liaising with suppliers and customers to ensure smooth-running of business.
* GP calculations and progress tracking.
* Providing data summaries and financial consultancy.
* Training of other bookkeepers in the business.

**President, Refugee Action St Andrews** (May 2020 – June 2021)

* Strong leadership of committee of 12 to promote productivity and communication whilst working remotely.
* Successful execution of fundraising, campaigning, and volunteering programmes.
* Training and guidance of all committee members.
* Awarded ‘Principal’s Best Society’ award and runner-up for ‘Best Charitable Society’ award.

**Journalist, St Andrews Economist** (June 2020 – June 2021)

* Authored transparent, factual, and insightful articles for the Middle East and Africa Section.

An **ambitious**, **diligent,** and **hardworking** graduate of History at the University of St Andrews with leadership, team building and hospitality experience.

**Education**

**University of St Andrews**

*2017-2021*

BA (Hons) History – 2:1

**The TEFL Academy**

Level 5 Certificate in Teaching English as a Foreign Language

Averaging 95%

**Bromsgrove School**

*2010-2017*

GCSE: 9A\* and 2A

Extended Project: A

International Baccalaureate Diploma: 42/45 points.

**Extra-Curricular**

Duke of Edinburgh – Gold

European Youth Parliament

Model United Nations

Debate competitions

Competitive Athletics

Volunteering at local nursing home

**Head of House** for Bromsgrove School – introduced the Mary Windsor Annual Ball.

**Skills**

*Soft Skills:* Teamwork, Leadership, Public speaking, Training staff, Engaging with all types of people.

*Hard Skills:* Microsoft Office (all software), QuickBooks, Fundamental Analysis, First Aid in the Workplace (2018)

**Referees**

Justin Hughes, BlackHorn

Jth.standrews@yahoo.co.uk

Leo Child, Discovery Summer

leo@discoverysummer.com