

Laura Lorimer

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EDUCATION

- UNIVERSITY OF LEEDS** 2014 - Present
- B. A (Hons) English Literature and History, Working Towards 1.1*
- Key Modules: Victorian Literature, Civil War and Restoration Literature, 20th Century Britain: The Burdens of Conflict 1900-1945, 20th Century Britain: Progress and Uncertainty 1945-2000, Black Politics from Emancipation to Obama, The Global Caribbean 1756-1848
 - Awarded 'Highest Overall Module Achievement' in 20th Century Britain: Burdens of Conflict 1900-1945
- CITY CENTRE COLLEGE, Midlands** 2011 - 2013
- A-Levels – English Literature **A**, History **A**, Chemistry **B**, General Studies **A***
- HIGH STREET SCHOOL, Midlands** 2006 - 2011
- GCSE – 3A*'s, 4A's, 1B, 2C's (Including English, Science and Mathematics at grade A or above)
 - BTEC – Information Technology DS*, Graphic Design DS

EMPLOYMENT HISTORY

- UNIVERSITY OF LEEDS** Leeds
Student Ambassador November 2015 - Present
- Developed marketing skills by promoting the merits of studying at the University of Leeds alongside advertising the benefits of joint honors courses to prospective students.
 - Enriched previous planning and team working abilities by delivering a structured question and answer session with my colleagues, showing adaptability to the different demands of the audience.
 - Enhanced communication skills through public speaking to an unfamiliar audience.
- CITY BAR AND RESTAURANT** Midlands, UK
Bartender and Waitress June 2015 - September 2015
- Improved my understanding of stock management focusing on replenishment, rotation and ordering. Further enhanced by assisting with delivery processes.
 - Advanced organisational abilities by drawing upon my previous teamwork skills to ensure a clean environment whilst tending to customers efficiently with optimal wait time.
 - Developed my time-management abilities to work in a high-pressure, demanding and fast-paced environment.
 - Enriched my promotional skills by ensuring the marketing and advertisement of special offers and events, including the distribution of samples and flyers and updating social media platforms.
- MARKS AND SPENCERS** Midlands, UK
Clothes Advisor and Customer Assistant October 2012 - September 2014
- Achieved 'Employee of the Month' twice for exemplary working standard and commitment.
 - Assisted in coordinating corporate responsibility initiatives focused around the organization of employee based charity events and promoted commitment to sustainability through Plan A.
 - Enhanced my understanding of stock management – focused on price reductions and increases.
 - Increased communications skills by assisting costumers both in person and by telephone.
 - Improved my mathematical and organisational abilities through cash handling. As a designated holder of the safe code, I was required to count and record cash takings to identify and seek to justify any discrepancies when compared to the figures identified for cash takings on the database system.
- HALLMARK CARDS** Midlands, UK
Sales Executive July 2011 - October 2012
- Acquired excellent interpersonal skills by operating the till point and dealing with customer queries and questions in a knowledgeable and friendly manner.
 - Developed an attention to detail and organisational abilities through handling cash, sorting and pricing stock and conducting stock takes.
 - Enhanced marketing and creative abilities by creating eye-catching promotional displays to increase revenue whilst showcasing seasonal products (e.g. Valentines and Christmas).

VOLUNTARY WORK

LEEDS UNIVERSITY UNION

Contract Checking Volunteer

Leeds
October 2015 - Present

- Gained an understanding of legal terminology pertaining to the housing and rental sector.
- Advanced my analytic and interpersonal skills by carefully checking documents and making students aware of the terms and conditions of their housing contract and offering any further support.

STUDENTS INTO SCHOOLS

Reading Interventionist

Leeds
October 2015 - Present

- Built collaborative relationships with staff and students to maximize students' potential progress.
- Advanced my organisational skills by carefully selecting appropriate reading material and then monitoring and recording my pupils' progress to ensure their reading comprehension improves.
- Developed teaching and mentoring skills through attending training workshops, learning different techniques that have been identified to target the individual needs of each student.

THE SCHOOL OF HISTORY, LEEDS UNIVERSITY

Course Representative

Leeds
Academic Year 2015/16

- Enhanced my writing and communication skills by updating and maintaining a designated Facebook page, writing monthly updates to inform students of the outcomes of Student Staff Committee meetings and to gather feedback from my peers.
- Developed my negotiation and problem-solving skills by attending Student Staff Committee meetings to seek a resolve to the issues raised by the student body.
- Improved my interpersonal skills by building relationships with fellow students in which they trusted me to mediate with staff to resolve any academic problems they may experience.

THE SCHOOL OF HISTORY, LEEDS UNIVERSITY

Peer Mentor

Leeds
September 2015 - Present

- Developed excellent interpersonal and communication skills by interacting and helping new students with queries, questions and problems.
- Improved my social media skills by utilising platforms such as Facebook to offer assistance to students outside of designated peer mentoring events.

THE CHALLENGE NETWORK

Youth Board Advisor

Birmingham
Academic Year 2011/12

- Advanced my communication and organizational skills by working within a team, designating responsibilities to cover all the different aspects of event planning.
- Enriched my creative skills by designing events for NEET young people in Birmingham that built valuable life skills and raised money for charities whilst remaining enjoyable.
- Acquired promotional and marketing skills through the advertising of the events, utilizing different platforms including local press and social media in order to raise awareness and increase attendance.
- Gained an understanding of the process of event planning, in particular, budgeting.

MIDLANDS SOLICITORS

Legal Assistant

Birmingham
February 2010

- Acquired knowledge of in-house legal software, improving my computer competency.
- Enhanced my negotiation, communication and sales skills by liaising with clients, both orally by telephone and through written forms, producing letters and emails.
- Enriched my organisation and computing abilities through operating a database management system which I updated and maintained frequently and accurately.

LANGUAGE PROFICIENCY

- English (Native)
- French (Limited working proficiency) – GCSE **B** 2011
- German (Elementary proficiency) – Asset Languages **Intermediate Grade 9** 2009

ADDITIONAL INFORMATION

- Owner of an insured vehicle and a full clean UK driving license since January 2014
- Proficient user of Microsoft Office packages including Word, Excel and PowerPoint for report writing, letter writing, presentations, creating and maintaining databases and the development of promotional marketing materials.
- DBS Certified (Standard Level)

REFERENCES: AVAILABLE ON REQUEST
