

Sara Fiction

A tenacious and committed science researcher experienced at working effectively in teams and independently. Proven expertise at managing projects, solving problems and developing strategic partnerships; experience which I now aim to apply in a business development role.

Skills Demonstrated

Problem solving - analysis of complex data, identification of trends and development of new approaches to ensure work is ahead of rival groups
- overcome obstacles with a combination of personal experience, expertise from others and adapting ideas from relevant publications.

Project & resource management

- defining research goals within a timeframe agreed with funding partners; monitoring progress with PM tools, such as GANTT charts
- developed feedback system to ensure awareness of any slippage or emerging issues at an early stage.

Communication - high level interpersonal, written, editorial and public speaking skills through teaching, supervision, research papers and conference presentations
- accomplished at presenting complex material in a clear, concise, and persuasive manner, tailored for a range of audiences.

Commercial awareness

- responded to limited funding by building collaboration with local company;
- promoted advantages of joint project in a marketing strategy; accurately costed staff and equipment time to establish funding levels; report on progress to company directors.

Strategic thinking - further research funding strategy by reviewing the work of other groups, analysing trends in funding, attending conferences to hear of novel approaches and developments
- discuss potential value of work with a range of researchers to identify original opportunities.

Leadership and Teamwork

- effectively manage own time and ensure other team-members meet agreed objectives
- oversee multiple projects, set priorities, meet deadlines and provide direction to the work of junior researchers and research technicians.

Current Status

Since October 2000

Senior Research Associate, University of Wales, Swansea

Responsibilities

- identification and achievement of research goals
- promotion of research work and institution
- management of research budgets and resources
- identifying funding opportunities and pursuing these successfully
- representation of research staff opinions to senior management
- co-supervision of research students (6)
- effective communication of project outcomes

Achievements

- successfully secured £120,000 funding (2003)
- multiple outputs in prestigious journals (2000-3)
- organisation of social dinner for 200 staff and students (2003)

Previous Experience

1998-2000 Research Fellow, University of San Diego

Research area: Development of conductive polymer coatings. Supervisor: Professor Sam Uncle. Responsibilities: Improving physical properties of experimental materials, disseminating achievements at international conferences and through publications. (Further details on request)

1996 - 1998 Research Assistant, University of Kingsmarkham

Research area: Phase separation of polymer blends. Supervisor: Professor Long Suffering FRS. Responsibilities: safety in research lab and supervision of research students. Presented research work at national conferences and through publications. (Further details on request)

1992 Summer Internship, Procter & Gamble

Research project: Monitoring effect of pro-vitamins on human hair. Responsibilities: planning and carrying out experimental work, interpreting data, presenting results and conclusions to senior management. Also attended graduate development workshops on presentation skills, negotiation, marketing and other commercial functions.

Qualifications

2003 Certificate in Research Management, University of Wales (1 year PT) including project management, research supervision, time management, technical communication

1996 Awarded Chartered Chemist (CChem MRSC) after peer review, submission of portfolio and recommendation

1996 PhD Physical Chemistry, University of Wales, Swansea "Optical and Dielectric Properties of Polymer Dispersed Liquid Crystals". Thesis awarded University of Wales Harry Hallam prize for Outstanding Research.

1992 B.Sc. (Hons) Chemical and Analytical Science, Ili University of Wales, Swansea

Other Experience

In March 2003, I mentored a group of students at a GRADschool to further develop my facilitation skills.

2001- present: Research Staff representative on Departmental Committee

1995 - present: Self-employed A-level tutor. Running my own small business has developed my organisational skills, ability to communicate complex principles in an engaging way, financial management (in the completion of my own tax return) and commercial awareness.

Interests

I try to balance my office and lab based working environment with outdoor activities and I am a keen walker and canoeist. My reading interests include crime, biographies and modern fiction.

Personal information

2 Higher Avenue, Mumbles, Swansea SA4 8PQ
Work (direct line): 01792 445598
DoB: 10/07/70

01792 445525 (home)
Email: s.e.fiction@swan.ac.uk

References

upon request

Anneke Derrick

Full postal address
Telephone: daytime and mobile numbers
Date of birth: 19th April 1969

email: email@server.co.uk
Nationality: Dutch

Career Aim:

I have a strong record as a project manager gained from my community experience as a steering group member and governor, and from a successful career in scientific research. I intend to use this record, together with my communication skills, proven through many publications and presentations, to take a new career direction in management consultancy.

Skills Profile:

NB: Choose 4-6 skill areas carefully tailored to the needs of the job description.

Interpersonal:

- As a mentor with MentorSET, which supports women in science and engineering, I demonstrate active listening and coaching skills. I have received high ratings from my mentees via the appraisal system.
- Attended courses on Conflict Resolution and Negotiation, Mentoring, Dealing with Difficult People, Supervising PhD students and Women into Management.

Written:

- I have submitted several successful grant applications, including a regional award for £1000 to support projects for women into engineering. In my academic career, I have published a number of scientific papers, including a book chapter and review.
- Successfully nominated my Head of Department for the 2007 Women of Outstanding Achievement by writing a profile which was quoted in the Exhibition Booklet.

IT:

- I have significant experience both in UNIX and Windows. I am familiar with Microsoft Office and Adobe and several scientific instrument operation and analysis packages. As a researcher, I am used to the requirement to learn new software packages. For example, I edited my department's webpages for a year when a colleague was on sick leave for which I learned to use Dreamweaver.

Project Management:

- I submitted a "Travel Plan" for Crooncamp School to Cambridgeshire County Council. I undertook a survey on children's travel to school arrangements, and wrote a full report with recommendations of measures to make travel to school more sustainable and beneficial to the local community. The plan was accepted by the governing body and submitted to the local council. It raised £4 200 for the school.
- Organised the program, catering and the travel arrangements for 20 people for our departmental away day at a conference centre in October 2007.
- Organised and designed the contribution of CamAWiSE to the Cambridge Science Festival in 2006 and 2007 and am now doing so for 2008.
- With a colleague, currently involved in organising a Science Family Learning Day at Crooncamp School and ran the Chemistry contribution in 2005. Around 200 parents and children attended.

This example has been based upon a real CV, but some information has been changed/included. It appears here by kind permission of the researcher who generously provided the source material.

Innovation:

- Designed novel experiments to determine the behaviour of protein interactions whilst working as a PhD student.
- As an academic research scientist, I am used to coming up with innovative ways to solve complex problems – for example I was the first to record key data on proteins in yeast resulting in my work being published in a well-respected journal.

Employment

- 2004-present **Cambridge University Chemical Laboratory** Postdoctoral position, working in a team of 20 research associates from 10 different countries, studying large biological complexes.
- 1998-2003 **MRC Laboratory of Molecular Biology, Cambridge** Postdoctoral position in a small team of researchers, working on Nuclear Magnetic Resonance spectroscopy.
- 1997-1998 **University of Glasgow** One-year postdoctoral position as a result of a successful bid to extend my Wellcome Trust Prize Studentship.

Education

- 1992-1996 **University of East Anglia** PhD funded by the award of the Wellcome Trust Prize Studentship. I studied the interaction between a bacterial toxin protein and a protein inhibitor by biochemistry and Nuclear Magnetic Resonance spectroscopy.
- 1987-1992 **University of Leiden, The Netherlands** Dutch degree in chemistry with biochemistry. Exchange student at the University of East Anglia for one academic year.
- 1981-1987 **St. Maartens College, Haren (Groningen), The Netherlands** "VWO" (Dutch equivalent to A-levels, preparation for university). Eight subjects (seven is the norm).

Positions of Responsibility

- Steering group member of MentorSET, the national mentoring scheme for women in Science, Engineering and Technology (SET).
- Secretary of Cambridge Association for Women in Science and Engineering (CamAWiSE).
- Governor at Crooncamp County Primary School (elected in 2004). Science and IT link governor, also Link governor. Head of the Travel Plan Committee. Clerk to the School Improvement Committee.
- Steering group member of Cambridge University Women's Network.

Interests

- In my spare time, I enjoying reading novels by John McCabe, and visiting local museums and parks with my two daughters.

References

Provide full contact details for current line manager and a previous employer, or person with standing in the community.

| | |
|------------------------------------|---------------------------------|
| Prof R Biochemist | Mrs J Peacock |
| Head of Department of Biochemistry | Head Teacher |
| Cambridge University | Crooncamp County Primary School |
| Town Postcode | Town Postcode |
| Telephone Number/Personal Email | Telephone Number/Personal Email |

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Mark Guy

Personal Profile

Experience in industry and academia enhanced a wide range of transferable skills - interpersonal, problem solving, active listening and team working - that equip me for a career in a business environment. Flexible nature allows for innovation and a respect for the opinions of others. Confidence and self-motivation enable independent work. My aim is to work in a challenging, constantly evolving, team-based environment that enables personal development coupled with the opportunity for travel.

Education

1998 – present

University of Newcastle upon Tyne.

PhD in Medicinal Chemistry and Biochemistry

- Design, synthesis, and biological evaluation of new inhibitors for the bacteria responsible for the infectious disease, Tuberculosis (TB).
- This project is sponsored through GlaxoWellcomes 'Action TB' initiative, and supported by the Engineering and Physical Sciences Research Council.
- Developed networking, presentation and interpersonal skills through the attendance of conferences and symposia.
- Worked independently to design and plan nature of work, overcome problems and manage workload.
- Awarded the ICI sponsored prize for Chemistry for final year poster presentation.

1994 – 1998

University of Newcastle upon Tyne.

BSc. (Hons) Medicinal Chemistry, Upper Second Class

- Presented with the Newcastle Chemistry Department and GlaxoWellcome sponsored prize for final year project and resulting dissertation.
- Enhanced problem solving skills through theoretical and practical lab classes.

1992 - 1994

QE Sixth Form College, Darlington.

3 'A' levels, 1 'S' level

- Mathematics (A); Chemistry (B); Physics (B); Chemistry (grade 3).
- Community Sports Leader Award.

Relevant Experience

04/00 - 09/00

GlaxoWellcome Research & Development, Stevenage.

PhD Placement

- Sponsored placement at GlaxoWellcome led to an insight into project conception and implementation as well as their business culture.
- Adapted state-of-the-art technology for application to my own research.

11/98 – present

University of Newcastle upon Tyne.

Student Mentor/Teacher

- Supervision and teaching of up to 40 BSc undergraduates in practical classes.
- Responsible for final year BSc. and MSc. students and their projects. Provided advice, guidance, and support to develop their own theories and chemical knowledge.
- Sole responsibility for a European research programme student. Assisting in project and time management, personal development and problem solving.

Relevant Experience

07/96 - 09/97

*Microbiology Department, Colorado State University, USA.***Undergraduate Placement**

- Formed part of an internationally renowned research team in the field of TB research.
- Successfully integrated into a multicultural, multidisciplinary team.
- Several publications, including one in the prominent journal 'Science'.
- Gave a seminar at Harvard University, Boston.

07/92 - 07/96

*The Blackwell Grange Hotel, Darlington.***Bar Supervisor**

- Stock monitoring and control, and the production of staff rotas for three bars.
- Handling large sums of money and balancing tills.
- General bar maintenance and promotional displays.

Other Relevant Experience

- Undergraduate representative for the Chemistry Departments Staff/Student Committee - liaising between students and staff on departmental matters.
- Secretary of Chemistry Departments student society. Organisation of profitable social events including the 1996 Chemistry Ball, attended by over 200 people.
- Sixth Form Student Council Representative.
- Business Biotechnology Course – technology transfer, patents and negotiating skills, Newcastle University, November 2000 – January 2001.
- Research Councils' Graduate School and CRAC 'Insight into Management' (10/00; 4/00).

IT Skills

- IT Skills Extensive knowledge of Microsoft Office programs, and advanced Internet based search engines including a number of chemistry software packages.
- Interest in webpage design coupled with sound knowledge of graphics packages Aiding in the construction of a Newcastle University Chemistry webpage.

Interests and Achievements

- Rugby at Darlington RFC and cricket with the Newcastle University Staff Team. Regularly play squash, and took part in the 1999 Great North Run.
- Have held a clean drivers licence for eight years.

Personal Details

Full postal address
Date of Birth
Phone: include work, home & mobile
E-mail: your.name@server.ac.uk

Nationality: British

Referees

Full contact details of supervisor (ensure they are aware of the employer's requirements) and a former employer.

Rachel Harker

Personal and contact details

Full postal address
Date of birth 01/01/XX

Phone number(s)
email address@server.com

Professional Skills

Information Management and Analysis

- Experienced in the selection and appraisal of research methodologies
- PhD has involved critical review of published research and development of new interpretations
- Developed strategies to evaluate relevance and value of others' opinions and data
- Numeracy developed through analysis of scientific publications for PhD research

Communication Skills

- Experienced in delivery of oral and written reports to academic and commercial audiences (national conferences)
- Socially confident through conference presentations and committee responsibilities

Self Management and Personal Qualities

- Successful at working autonomously
- Adept at designing programmes to meet needs of employers through training and teaching experience
- Teaching and research responsibilities reflect trust of department in capabilities

Consulting Experience

July - August 1996 and 1997

KPMG Management Consulting

Conducting surveys, editing and compiling reports, IT, networking, professional and communication skills

Research Experience

March - May 2000 and May - June 2001

Birkbeck College, London University

Research Assistant, Works of Robert Boyle and Correspondence of Robert Boyle. Proof correction and manuscript work, editing skills

September 2000 - May 2001; September 2001 - present

Queen Mary College, London University

Teaching Assistant, seminar leader on first year Shakespeare course, educational and communication skills (responsible for support and assessment of 80 students)
Training workshop for course leaders of Queen Mary Shakespeare course (2001)

Education

October 1999- present Birkbeck College, University of London

PhD in Seventeenth Century Science Writing AHRB FUNDED

'Encyclopaedism and the organisation of natural knowledge in theory and practice in the later seventeenth century: Robert Boyle and his contemporaries'

October 1998- September 1999 Pembroke College, Cambridge University

MPhil in Renaissance Literature AHRB FUNDED Average mark 70%

October 1995- June 1998 Keble College, Oxford University

BA English Language and Literature. First class honours

Durham Johnston Comprehensive School

1995 GCE 'A' levels. English literature (A); History (A); French (A); Art (B)

1993 GCSEs. 9 subjects, all at grade A

Professional and Personal

Professional development:

- Research Councils' Graduate School (2001)
- Invited speaker at the Research Councils' Graduate School Directors' Workshop (2001)

Administrative:

- Leader of the intercollegiate Early Modern Reading Group at Birkbeck (2000-2002)
- One of six co-ordinators of the Oxford University Women's Open Day (1996). Responsible for publicity, arranging and implementing programme
- Oxford University Target Schools Scheme (1996). Visited state schools to encourage more applications to Oxford
- Keble Freshers' Handbook (1996). Illustrator

Voluntary:

- Work with homeless people in Cambridge (1999) and London (2000)
- Charities Officer on the Keble College JCR Committee (1996-7). Responsible for raising and distributing money

Sports:

Rowed in the Keble College first eight, winning blades in the Torpids Regatta in 1997, and coached and coxed novice crews in 1996 and 1997

References

full names, addresses, phone number and emails of supervisor and former employer who can comment on performance in management consultancy in summer employment. (For previous employment in other fields, prime your referee with details of the skills sought).

SAM JONES

Residential Flat, University of Somewhere, Somewhere, SW4 3JP

s.jones@somewhere.ac.uk

02222 222222

Career Objective

Experienced Higher Education professional seeking an opportunity to contribute to an active and expanding Widening Participation Team in order to broaden the horizons of young people through education.

Relevant Experience

- 07/08 – present **Events Co-ordinator, Careers Centre, University of Somewhere**
- Responsible for organising campus-wide events for a range of employment sectors
 - Liaising with University staff, alumni and employers to design/schedule events
 - Generating appropriate marketing and publicity materials
- 09/06 – present **Administrative Staff, Academic Office, University of Somewhere**
- Dealing with enquiries from students, parents and prospective applicants
 - Liaising with student support services, including residential life, disability services, mental health and counselling
- 09/03 – present **Residential Staff, Residential Life, University of Somewhere**
- Responsible for supervising a residential block of 150 undergraduates, providing welfare support, overnight supervision and disciplinary decisions
 - Facilitating student access to University and Students' Union support services, and assisting students with particular support/welfare needs
 - Working with residential staff to organise social events for 400+ students from diverse socio-cultural backgrounds
 - Contributing to the University's Staff Development Programme, delivering training sessions for 50+ new staff and mentoring Resident Tutor

Relevant Skills

Project management

- Completed PhD in 2007 demonstrating proven ability to conceive, implement and manage a large scale project in accordance with contracted funding body

Communication

- Excellent written communication skills gained through production of PhD thesis and additional work commitments
- Strong verbal communicator and presenter, evidenced through work with students and staff as well as conference presentations

Initiative

- Able to work on own initiative, affirmed by successful completion of PhD, and ability to reconcile academic workload with the demands of three part-time roles

Team work

- Developed strong professional relationships with colleagues in the Academic Office, Careers Centre and Residential Life Team

Other Experience

- 03/09 – current **Literature Tutor, English Department, University of Somewhere**
- Four years teaching undergraduates, including international/mature students
 - Setting seminar content, delivery and teaching material to match learning needs
- 03/08 – 05/08 **Editorial Assistant, Women's Writing Book**
- Collaborated with principal editor to prepare manuscript for publication
 - Worked independently to establish stylistic, referencing and formatting consistency
- May 2008 **Conference Organiser, University of Somewhere**
- Organised event promoting the work/interaction of young researchers
 - Secured sponsorship, speakers, publicity and entertainment for the event

Education

- 2007 **PhD, English and Caribbean Literature**
Department of English and Comparative Literary Studies, University of Somewhere
- Organised event promoting the work/interaction of young researchers
 - Presentations to large audiences at a number of high-profile conferences
 - Secured several publications, including articles in peer-reviewed journals
 - Submitted regular reports to department and award body
 - Secured additional funding for travel and conference participation
 - Completed Postgraduate Teaching Award
- 2002 **MSc Sociology with Sociological Research Methods**
Department of Sociology, University of Newtown
- Organised and led course reading group
- 2000 **BA English Literature (First Class)**
Department of English, University of Somewhere
- Participated in Community Teaching Project, encouraging and supporting key skills in reading, writing and mathematics at Primary School
- 1998 **A-Levels: English, Maths, History & A/S Information Technology**

Additional Skills

IT skills: MS Office, Endnote, E-Entry Mark System

Further Interests

Theatre, Photography and Creative Writing
Actively involved with Lifelong Learning Programmes

References available on request

Chris A. Williams

History Department
Arts Faculty
Current University
Academic Hall
Anytown
UK1 1AA

Email: chris@currentuni.ac.uk

Date of Birth: 25 December 1968

Telephone: home, work & mobile

Current Employment

Summarise what is applicable to the post; don't be afraid to miss out even up to date information if not relevant.

Open University, 1999 – present

Lecturer in History, Sept 2003 – present & Research Fellow, Oct 1999 - Sept 2003

Chair of three course teams, a tutor on three MA dissertation modules, and have been a member of History Department RAE panel since 1996. I was appointed in 1996 as Course Director for the OU Summer School at Queen Mary University of London. I have recently been appointed as an external examiner for the history department at the University of Huddersfield. An outline of my publications can be found in Appendix One.

I have a strong interest in making history accessible to a wider audience, and in 2005, I initiated an idea for a BBC Radio 4 programme which subsequently became a series of broadcasts over a 2 year period. I acted as the academic consultant for this series “**The Things We Forgot to Remember**” (Broadcast May, June 2005, Nov 2006, April, Dec 2007). I also acted as consultant author for an OU-published CD Rom “Images in the History of Medicine”.

Between 1994-2007, I have given 40 papers at numerous conferences including a paper ‘Pursuit’ to the **International Centre for Convict Studies** in Tasmania in June 2003, for which I was awarded an AHRC Overseas Grant.

In July 2004, I organised a conference entitled **Heritage and History of the UK Criminal Justice System**, at the Open University with around 80 delegates attending and 12 invited speakers. The resulting papers were published as *Giving the Past a Future: Preserving the Heritage of the UK's Criminal Justice System* (Francis Boutle: London, 2004)

Research Interests

Tailor this section to the post to which you are applying, whilst staying true to your personal interests. Eg:

My research interests cover:

- All aspects of the history of crime and policing since about 1750, especially concerning British and British colonial police.
- The preservation of the records of British police forces.
- The public history of criminal justice in the UK and beyond.
- The relationship between history and memory.

I am currently working on an AHRC-funded project '**Policing and Citizenship: Resourcing a Better Understanding**' for which I was awarded £42,000 in 2006. This work entails the supervision of 4 PhD students, whose work covers historical policing and the UK criminal justice system.

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Previous Employment

Emphasise what's relevant even if it was a relatively minor part of the role.

University of Leicester, 1992-1999

Gave tutorials for five modules at all undergraduate levels for the History/Economic and Social History Departments and was demonstrator for a level 2 IT-based module.

Designed and implemented website for a web-supported course on the history of convict transportation. This can be viewed at <http://www.le.ac.uk/esh/ca26/eh400/index.html>

University of Sheffield, 1993-1998

During this time, I gave tutorials and marked examinations for a variety of courses at all undergraduate levels. From 1995-1996 I was a computer technician in the History Department.

Education

Keep this brief, omitting qualifications prior to higher education

PhD History (Social Sciences), University of Sheffield, 1993-98

Thesis: ***Police and Crime in Sheffield 1818-1874*** under the supervision of Dr D Historian. An investigation into the Crime Statistical Records to examine the power and influence of the Sheffield police force during the period 1818 – 1874. Developed a model of interaction centred on ‘arenas of power’ to illustrate the consequences of hegemony of a ruling class.

MA Urban History, University of Leicester, 1991-92. Awarded Distinction

BA (Hons) Modern History, University of Oxford, 1987-90. Awarded University Scholarship in 1988. Final classification: 2i

Positions of Responsibility

- Associate member of the OU International Centre for Comparative Criminological Research
- Member of the *Social History Society* and committee member of group which organises their national conference, attracting approx 50 attendees
- Member of the *Crime and Punishment* Museums and Archives Network [MLA-recognised Subject Specialist Network]
- Member of the Police History Society

Interests

The focus here is on achievement and any job-relevant skills

- **Rock Climbing:** I have walked and climbed in the Himalayas, Africa, the Alps and Britain and hold leadership and supervisory qualifications in mountaineering and rock climbing.
- **Genealogy:** Currently researching my own family tree and have developed an IT application to help manage data.

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References

Provide full contact details for current line manager and a previous employer, or person with standing in the community.

Prof A Historian
Head of History Department
Open University
Campus
Town Postcode
Telephone Number/Personal Email

Mrs S Historian
Secretary
Social History Society
Street Name
Town Postcode
Telephone Number/Personal Email

DR SUSAN COOKE

Nationality : British
Date of Birth : 18/5/1969
Status : Married, no children
Driving Licence : Car & m/cycle

Address : 22 My Street,
Suburbsville,
Jobtown.
JT8 5DR
Telephone : (0123) 1234567

PERSONAL PROFILE

Educated to doctorate level and experienced in IT management and project development. Highly skilled in research methodology, statistical analysis and data presentation. Accomplished in an extensive range of IT applications and possessing excellent interpersonal and communication skills. A self-motivated strategic player capable of achieving goals both alone and in a team setting. Eager to apply highly developed skills in an environment conducive to the realisation of my potential.

SKILLS PROFILE

RESEARCH / REPORT WRITING

- * Successfully completed PhD in Study of Things at the University of Poppleton:
 - * Awarded 2 University Postgraduate prizes.
 - * Published in internationally respected journals and presented papers at 3 international conferences.
- * Established a 5 year plan for the strategic development of IT in a department of 60 staff.
- * Highly skilled in the design and implementation of data collection, statistical analysis & presentation of results and recommendations.

PROJECT MANAGEMENT

- * Established a WWW group and implemented a Departmental WWW site.
- * Won a European Social Fund award for a 14 week course in professional skills updating.
- * Responsible for the supervision and successful completion of a range of undergraduate projects.

EXCELLENT IT SKILLS

- * Accomplished in database design and development, data analysis and reporting (responsible for the Government-required First Destination Survey of Graduates at Poppleton City University).
- * Extremely competent in wide range of software (MS Windows 3.x & '95; MS Office incl. Access; MS Exchange; SPSS; WWW authoring tools)
- * Accomplished in IT support and training (including developing relevant materials).

COMMUNICATION

- * Experienced in representing local issues at higher levels and chairing meetings.
- * Effective at communicating complex material to all levels of audience.
- * Awarded a prize for an oral presentation (Int. Soc. Study of Things Conf., 1990)

ORGANISATION / ADMINISTRATIVE SKILLS

- * Successful prioritisation and working under pressure in postgraduate research and current role.
- * Experienced in budget control as a lecturer at the University of Poppleton and current role.

TEAM & SOLO ACHIEVER

- * Completion of a research degree in the allotted time requires self-motivation and organisation.
- * Integral member of Poppleton City University' s First Destination Survey development team.
- * Instrumental in organising a highly acclaimed Departmental Staff Development Day (IT).

EDUCATION AND TRAINING

| | | |
|--------------|--------------------------|-------------------------------------|
| 10/90 - 7/94 | University of Poppleton | PhD Study of Things |
| 10/87 - 7/90 | University of Academia | BSc (Hons) 2i General Studies |
| 9/84 - 7/86 | Sixthformers School | 3 ' A' levels |
| 9/81 - 7/84 | Comprehensive School | 9 ' O' levels |
| 4/96 | National Examining Board | Introductory Supervisory Management |

PUBLICATIONS

Potter, H & Supervisor, P (1993) Really interesting study of the nature of things. Journal of Internationally Reknowned Research 173 : 744.

Potter, H & Supervisor, P (1993) Detailed investigations into the study of things in context. Journal of Things 46 : 1240 - 1242.

WORK HISTORY

11/95 - present Poppleton City University Project Development Officer
Department of Student Support Services

I have developed my current role into that of Information Technology Co-ordinator and External Funding Adviser for the department. My responsibilities include advising the Head of Department on all matters relating to IT; the development of an IT strategy for the department; representation of the Department on panels concerning University-wide IT developments; co-ordination of IT systems for the University's First Destination Survey of Graduates (a Government-required data return) and analysis of the data for the production of internal reports; management of special IT projects; co-ordination and delivery of staff IT training; management of IT resources; hardware and software support and application for funding for special projects in the Department.

10/94 - 10/95 The University of Poppleton Lecturer & Course Convenor

As a lecturer in Studying in the Department of Things, I was responsible for developing the academic potential of undergraduate students at all levels through lecturing, chairing seminars and running practical classes. I supervised research projects, set and marked exams and provided academic and pastoral advice to tutees with the associated organisational and administrative duties. Effective communication with other staff (academic, administrative and technical) combined with both leadership and team-playing skills were key elements in the organisation of inter-disciplinary elements of the courses.

10/90 - 12/90 International Society for the Study of Things (award) Independent Research

I designed and implemented a research project based in the Department of Things at the University of Poppleton. The results of the study were presented at national and international conferences and published in internationally respected journals.

7/89 - 9/89 Royalist University, Canada Research Assistant

Based in a Canadian University research laboratory during my undergraduate study, I was responsible for the collection of data, the maintenance of subjects and the preparation of data for subsequent analyses.

9/86 - 5/87 American Hospital Company (psychiatric hospital) Occupational Therapist Ass't

I was implementing individual behaviour modification programs and teaching life skills to all abilities in a short-stay hospital for young people and adolescents with socially unacceptable behaviour patterns.

REFEREES

Mr B. Parker,
Director of Student Support Services (retired),
Poppleton City University,
Knoll Street,
Poppleton.
PP2 3HE

Dr. P. Supervisor,
Dept. of Things,
University of Poppleton,
Poppleton.
PP12 5HE
Tel. (0115) 9876543

Prof. E. Hedes,
Dept. of Things,
University of Poppleton,
Poppleton.
PP12 5HE
Tel. (0115) 9876542
