

Ellie Smith

259 Helmsley Street, Newcastle Upon Tyne, NE1 AAA

07123 45678910, elliesmith@gmail.com

Second year History Student at Newcastle University, with education and customer service experience, searching for education outreach work experience in a museum

Education

Sep 2023 – Present

BA (Hons) History, Newcastle University

Relevant modules: Historical Methods, Public History, Histories of Conflict

- Conducted in-depth research using primary and secondary sources. Evaluated historical evidence and constructed coherent historical narratives.
- Handled and interpreted archival materials during coursework and research projects
- Engaged in critical analysis of historical events, with a focus on understanding different perspectives and contexts
- Worked in a team of 5 to communicate history to primary school aged children. Created, planned and delivered activities on mummification, ensuring they were engaging and interactive.
- Researched, wrote and presented complex historical ideas and arguments about sensitive topics, including world conflicts, to over 100 peers

Sep 2016-Jun 2023

Westfield Academy, Watford

A Level: History A*, English Literature A, Government and Politics C

GCSES: 9 GCSES 8-5

Work Experience

Jan 2025 - Present

Practise English Volunteer, Newcastle Libraries

- Design, plan and host sessions of approximately 20 participants allowing enough flexibility in the selection of materials to cover a wide range of English language.
- Lead reading-aloud sessions and facilitated discussions, enhancing comprehension and engagement.
- Foster a welcoming and inclusive environment, supporting learners of all English levels.
- Received positive feedback, especially regarding supporting a participant practicing their English for an interview, focusing on using the correct tenses to describe situations.
- Adapting activities for diverse group sizes, changing lesson plans depending on the levels of English of those in the session that day with no prior warning.

Sep 2024 – Present**Server, Cafe 21 Fenwick, Newcastle**

- Deliver high-quality service to guests, ensuring a comfortable and enjoyable dining experience
- Worked closely with a wide-ranging team, coordinated tasks and supported colleagues.
- Acquired detailed knowledge of the menu to confidently answer guest inquiries.

Nov 2021-Sep 2023**Customer Assistant, Stripey Badger Bookshop, Watford**

- Served customers to a high standard, operating the till, stocking shelves and recommending books to individual customers to ensure customer satisfaction
- Hosted weekly 'story time' for under 5's. Ensured created a safe and friendly space, with an emphasis on being creative and engaging as possible for the children
- Key holder responsibility and proactively addressed customer queries

Positions of responsibility

Sep 2024 - Present**Treasurer, Newcastle University Caving Society**

- Managed and allocated an annual budget for equipment, events, and administrative expenses.
- Organised and facilitated fundraising events, increasing club funds by 34%.
- Maintained accurate financial records and provided regular reports to the club committee.
- Negotiated with vendors to obtain better rates for gear and expedition costs.
- Ensured compliance with university financial policies and procedures.
- Collaborated with other committee members to plan and execute successful caving trips and events.

Oct 2023 – Jun 2024**Secretary, Newcastle University Musical Theatre Society**

- Managed and organised all correspondence, including emails and meeting minutes.
- Coordinated rehearsal schedules and communicated updates to society members.
- Maintained accurate records of membership and attendance at society events.
- Assisted in the planning and execution of theatre productions and events.
- Liaised with university administration and external organisations for event planning and approvals.

Additional Skills

- Canva, Microsoft Office Suite, Microsoft Teams, Zoom
- Full clean UK driving licence