

# Susie Watson

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## Education

### 2011 - 2014 Swansea University, BA American History & English Language

- Re-thinking the American South; African American Literature 1910 – 1940; Children as language learners; Language in the media.
- **Group project and presentation** – developing language skills for children. Collaborating in groups of four devising and developing learning method for children under the age of 13. Implementing and trialling methods in class room environments and feeding back to wider group.
- **Dissertation** – The American Civil War – a 8000 word project evaluating the impact of the American Civil War and reconstruction. Analysis of political statesmen such as Abraham Lincoln and Jefferson Davis, as well as discussion of the roles of Ulysses S. Grant and Robert E. Lee.

### 2004 – 2011 Bay View School, Swansea

A Levels – English (B), History (A), French (C)

AS Level – Drama (C)

GCSE's – 10 A\* - B including English, Maths, Science and Welsh

**Achievements** – Head Girl, Sixth Form Committee, 100% attendance award

## Work Experience

### 2010 – 2014 Small Trees Retail, Swansea

Weekend Cash Office Assistant

- Performed audit checks on all cash registers and completion of daily reports.
- Handled large amounts of cash and preparing for cash collections.
- Developed a system for collating and processing gift vouchers using MS Excel.
- Responsible for locking up safe and office on weekends.
- Monitored statistics for debit / credit card transactions and presented weekend results to senior management.

### Summer 2013 Quick Click Photographers, Swansea

Receptionist / Administration Assistant

- Implemented MS Excel diary system to manage resident photographers daily diaries.
- Generated marketing materials to promote special promotional events.
- Utilised social media to advertise the business and special promotional events.
- Edited and updated website content with latest shoots and promotional events.
- Negotiated bulk purchase deals with major UK photography suppliers.

## Voluntary Work Experience

2013 - 2014 Cefn Bryn School, Gower, Swansea Literacy Support Scheme Support Worker

- Helping to develop lesson plans to support pupils with literacy skills.
- Devising new methods of teaching and communication, based on client group.
- Teaching and communicating with young people from the ages of 11 – 16.
- Working alongside established teaching staff.

2012 – 2013 **Zap Radio Station** Radio DJ

- Planning play list schedules alongside other DJ's.
- Operating studio equipment to play music, pre-recorded news, jingles and advertisements.
- Interacting with the audience through phone-ins, emails, texts and social media.
- Booking and interviewing studio guests.

2009 – 2010 **Little Oaks Riding Centre, Merry, Gower** Riding for the Disabled Support Worker

- Worked as part of team matching horses to riders according to ability.
- Preparing all equipment ahead of riding lessons.

### **Extra-Curricular Activities**

2011 – 2012 **Swansea University Volley Ball Team**

- Participated in twice weekly training sessions with team to improve fitness.
- Organised transport for matches and managed transportation fund.
- Supported team manager in organising games with universities.

2006 – 2011 **Swansea City Youth Orchestra**

- Involved in weekly practice sessions playing cello or violin.
- Participated in a number of concerts at venues across South Wales.

### **Achievements**

Summer 2013 Completed Welsh Marathon for Ty Gwyn Hospice

- Set up 'Just Giving' sponsorship page.
- Developed a weekly blog documenting progress and overcoming difficulties – susiewatsonruns.net.
- Organised individual four month training programme.

### **Skills**

Languages French – intermediate – written, spoken and reading; Welsh – basic – written, spoken and reading  
IT Fully competent with all MS Office packages including Word, Powerpoint, Excel and Outlook.

References available on request.