

Mary Jones

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A recent Geography graduate with the ability to produce work accurately and to a high standard, with firm sense of responsibility and capacity to work hard under pressure, excellent verbal and written communication skills and ability to relate to a wide range of people, as proven by my varied work experiences in retail, hospitality and conservation industry placements.

EDUCATION

2008-2011 **BSc Geography** Swansea University

- Gained a strong understanding in major fields of Geography including Environmental Hydrology, Montane Environments, Data Analysis, Remote Sensing and Geographical Information Systems, and Environment and Society.
- Research skills through taking part in fieldwork at various locations such as Gower, Brecon Beacons and Borneo and with focus on physical geography.
- Dissertation on a comparative study of proposed hydro developments in various Welsh and English locations; analysed data using SPSS.
- Enhanced oral and written communication skills by regularly working in small supervision groups to produce accurate geographical reports and communicate results effectively.
- Team Work and Leadership: Regularly worked in a team of four to six people to complete assigned projects. Inspired and motivated team members through offering encouragement, support and displaying a 'can do' attitude.

2002-2008 Newton Comprehensive School, Newtown, Powys

A Levels: Maths B, Law B, Economics B

9 GCSEs: grades A-C

RELEVANT WORK EXPERIENCE

June – September Intern, Swansea University Estates Department/SPIN Placement

- Assisted the Director of Social Responsibility and Sustainability and the Climate Change Manager to review the University's policy on renewable energy.
- Gathered evidence on costs and benefits of renewables, investigated sources of funding and compiled a report using Microsoft Word and Excel.
- My research and recommendations were incorporated into the updated policy and I was able to contribute to a plan for implementation in the last weeks of my placement.

June – Aug 2017 Volunteer Warden, Brecon Beacons National Park

- Assisted the Ranger Service with taking groups on walks through the park, carrying out practical demonstrations and scrub clearing.

OTHER EMPLOYMENT

2009-2011 The Farmers' Arms, Swansea **Bar Staff** (part time during academic study)

- Developed excellent communication skills and learned to adapt style to suit customer
- Worked effectively as part of a team to organise work rotas
- Prioritised workload when covering restaurant and bar
- Completed cash reconciliation at the end of each shift

2008-2009 Virgin Media, Swansea **Customer Service Representative** (part time during academic study)

- Solved problems in a target-driven environment
- Further developed customer service skills when dealing with calls from the public

2006 –2008 Next, Newtown **Sales Assistant** (part time during A Level study)

- Gained confidence in work environment and helped to mentor new members of staff
- Understood the significance of spread-sheets detailing best-selling items
- Applied this information for effective organisation of stock on the shop floor

POSITIONS OF RESPONSIBILITY

2009-2011 **Secretary of the Biosciences Society:**

- Chaired meetings of the Society and liaised with Student Union on Society procedures
- Set up visits to local finance companies e.g. arranged for 30 students to visit RBS via an academic contact.
- Increased membership by 35% through effective use of Facebook and innovative activities during Welcome Week

2010-2011 **Student Ambassador, Swansea University**

- Promoted higher education opportunities to prospective students and their parents

ACHIEVEMENTS

Music Piano and Violin - Grade 8

- Dedication and commitment necessary for attaining this level in both instruments
- Played in both Youth and County orchestras, regularly competing in national championships

Sport Member of the University Ladies' Hockey Squad

- Effective team working and communication skills between all members of the squad resulted in a winning team!