

Sara Zaheer

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Education

2015 – 2018 University of Bradford, BSc (Hons) Psychology: Achieved First Class Honours

Modules included: Quantitative Research Methods and Data Analysis (75%) and Methodological Issues and Qualitative Research (79%)

- Final year Psychology research project, demonstrated ability to conduct a literature review from a variety of research sources; evaluate previous research, propose a methodology of testing and measuring a hypothesis, and analyse quantitative data
- Completed a qualitative data portfolio requiring ability to develop an idea based on set criteria, propose a hypothesis and means of testing results, carry out interviews, and analyse qualitative data
- Chaired a team of students to develop a poster presentation about a charity that specialise in a neuropsychological condition. This required being able to delegate tasks, jointly developing new ideas, as well as being able to communicate with the target audience
- Enhanced digital literacy, including the use of SPSS and EXCEL to analyse and present data

2008 – 2015 A School, Bradford

A Levels: English Language (B), Psychology (B), French (A)

GCSEs: 10 A-C grades, including English Language (A), English Literature (B) and Maths (A)

Research Experience

May 2016 – Jun 2016 Research Assistant, University of Bradford, Psychology Division

- Gained Psychology research experience which enabled me to develop analytical skills on a study using qualitative data
- Responsible for writing reports that contributed to a long term research project. This required self-motivation and good time management to meet agreed deadlines
- Developed strong communication skills through speaking with academic colleagues about research results and presenting findings to senior staff working

Additional Experience

Sep 2016 – Mar 2018 Peer Assisted Learning (PAL) Leader for Psychology, University of Bradford

- Planned and facilitated activity-based sessions for 10 first year students helping with their studies
- Encouraged teamwork by assigning individuals to work together on psychology based activities

Example CV – used to apply for a Research Assistant job

- Attended debriefs with other PAL leaders to review and discuss sessions for future improvements
- Attended 2 full training days to learn more about the scheme and to expand current skillset

Sep 2016 – Dec 2016 Activity Assistant, Youth Action, Bradford

- Assisted the play workers at the after school club, helping out with activities such as games and sport and clearing up at the end of the session. Worked with a team of play workers, keeping colleagues informed about progress or issues
- Worked with children with learning difficulties, including ADHD and Autistic Spectrum Disorder. Learnt to stay calm to effectively handle any emotional and behavioural problems, encouraging the children to play in a positive and cooperative way

Nov 2015 – May 2016 Cafe Assistant, A Nice Tearoom, Saltaire (Saturdays)

- Work as part of a team and communicate effectively to prioritise tasks, for example serving customers or clearing tables
- Serving a wide range of customers in a very busy café, including tourists with limited English language skills, and dealing with complaints or queries; demonstrated ability to manage difficult situations within a demanding customer service environment

Jun 2015 – Sep 2015 Receptionist, Carter Consultancy, Bradford

- Provided support to the Company Director, taking incoming calls from clients and members of the public. Used initiative to answer basic queries and book appointments
- Calculated VAT on invoices before sending them to clients; responsible for outgoing post and distribution of internal mail and packages. Used SAGE accounting software to record customer invoices. Demonstrated accuracy and attention to detail when inputting data and running reports

Interests

Treasurer for the Bradford University Psychology Society (BUPS) which involved ensuring that accounts are kept up to date and work with other committee members to plan, organise and deliver events for BUPS members. Also responsible for promoting the society online.

Enjoy organising day trips and other activities for friends, including cinema, bowling and going out for meals.