

JENNIFER SIMMONS

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EDUCATION AND QUALIFICATIONS

2016 – 2019

University of Bradford

BA (Hons) Social Work (year 2 average = 66%)

Year 2 Modules: Child and Family Social Work, Law, Mental Health, Practice Learning 1, Working with Adults.

Year 1 Modules: Academic, Personal and Professional Development, Communication Skills: Children and Adults, Introduction to Psychology, Introduction to Social Work, Social Work Values and Ethics and State and Society.

2009 – 2016

Unity College, Bradford

A Levels: Sociology (B), Psychology (B) and Business Studies (D)

AS Levels: English Literature (C)

GCSEs: English Literature (A), ICT (B), French (B), Mathematics (C), English (C) Dual Science (C), History (C) and Religious Education (C)

RELEVANT VOLUNTARY EXPERIENCE

Oct 2017 – present

Volunteer Playworker, Kids R Us, Bradford

- Looking after children aged 5-7 years, playing games, helping them with art and crafts and supervising meal times
- Working as part of a small team, assisting play-leaders in devising activities, preparing and setting out materials for play
- Helping children develop literacy and numeracy skills through play
- Developing patience and empathy skills and an awareness of child development
- Liaising with parents, answering queries about their children's progress
- First aid training for minor health problems e.g. asthma, allergies, minor injuries

Jan 2016 – March 2017

Youth Action Volunteering, All Saints Primary School, Bradford

- Assisted play-workers at the after-school club, helping out with activities being run for the children such as games and sports, cleaning up at the end of the session
- Learnt to stay calm and handle emotional and behavioural problems, encouraged children to participate in activities together, developed listening skills and the ability to relate to children of different ages
- Worked with children with learning difficulties and ADHD

OTHER EMPLOYMENT EXPERIENCE

Nov 2016 – present

Refreshment Assistant, CineWorld, Bradford (Weekends)

- Serving refreshments to customers and providing a friendly and welcoming service
- Remaining calm when working under pressure during the busy weekend shifts
- Regularly demonstrating enthusiasm and flexibility in relation to working hours when asked to stay on to cover shifts due to staff shortage

Summer 2016

Receptionist, Tempest Consultancy Ltd, Leeds

- Provided support to the director, took incoming calls from clients and members of the public, used initiative to book appointments and answered basic queries
- Ordered stock, calculated VAT on invoices before sending them out to clients, responsible for outgoing post and distribution of internal mail and packages

Summer 2015

Administrative Assistant, Leeds Magistrates Court

- Assisted with general administration and updated client records.
- Learnt to maintain confidentiality due to the sensitive nature of the work activities and court proceedings
- Was commended for being polite, punctual, reliable and enthusiastic in my work

KEY SKILLS

Communication

- Ability to use appropriate oral communication skills when working with primary age children in playwork roles
- Enhanced spoken communication skills through speaking to clients over the phone at Tempest Consultancy, listening to the customers' needs and responding in a clear and concise manner
- Developed the ability to ask questions and listening skills through studying and conducting interviews in research methods modules
- Written communication skills developed through completing essays and writing up reports at university

Working with others

- Working with a team of playworkers, learning how to assist with tasks and keep them informed about progress or problems
- Extensive experience of working in teams gained through playing hockey i.e. discussing tactics, listening to and evaluating team members' ideas, recognising strengths and motivating each other
- Learnt leadership skills by coaching and motivating primary school pupils as part of my Sports Leadership Award

Organisation

- Assisted in planning and organising activities for a primary school summer fair as part of my Sports Leadership Award
- Helping to plan and organise play activities, sourcing and setting out the required play materials
- Was always punctual and worked to set timescales at Leeds Magistrates Court in preparation for court sittings

IT/Computing

- Competent in the use of Microsoft Office packages: Word, PowerPoint, Access and Excel at university. Used SAGE accounting software to record customer invoices
- Regular user of email and the internet for research; keen user of Facebook and Twitter

ACTIVITIES AND INTERESTS

- *Sports* – currently on the hockey team at university and was a Sports Leader for two years at Unity College, gaining a Sports Leadership UK Level 2 Award accredited by the Qualifications and Curriculum Authority.
- *Social* – enjoy an active social life with friends, dancing, ice-skating, cinema, bowling, and going out for meals.

REFEREES

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