

JENNIFER SIMMONS

10 Morley Street, Bradford, West Yorkshire BD7 7DP
Tel: 07777 111 222 (mobile) 01274 777777 (home)
Email: jennifer.simmons@student.bradford.ac.uk

EDUCATION AND QUALIFICATIONS

2019 – present

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.

2012 – 2019

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 2018 – March 2020

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 – Sept 2018

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 2018 – March 2020

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 2019

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 2018

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.
- *Baking* – I enjoy making and decorating celebration cakes for family and friends, and regularly sell cupcakes to raise money for local charities.

REFEREES

Mrs Sue Beardsworth
Lecturer
University of Bradford
Richmond Road
West Yorkshire
BD7 1DP

Tel: 01274 236767

s.beardsworth@bradford.ac.uk

Ms S Jylha
Director
Tempest Consultancy
29 Harley Street
Leeds
LS1 9QR

Tel: 0113 328 6129

s.jylha@tempest.com