

Anya Collins

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Professional Summary

An organised, independent University student studying Communications and media, with strong time management and communication skills. I am passionate about journalism and enjoy to write in my spare time.

Portfolio: <https://www.acjournalism.com/>

Work History

LFC matchday staff member- current

On matchdays I am a food runner for LFC, as part of this role I am expected to serve customers their food and be efficient with my time to ensure everything runs smoothly.

Key elements of this role:

- Setting tables and folding napkins
- Listening to the waitress and chef's instructions
- Serve customers their food with excellent customer service
- Fill barrels with tea, coffee and hot chocolate
- Fill take out cups of above options for half time and full time
- Polish cutlery

The Tab- Freelance writer , current

Key elements of this role include:

- Thinking of topics to write about
- Writing an article on word press
- Inserting photos
- Creating a headline and summary
- Submitting the article for editing via word press

I really enjoy being a writer for the Tab as it has enabled me to expand my skills as a writer and become more creative with writing on topics of interest to university students. As part of the Tab, the writers and editors have weekly meetings to ensure we are up to date with any articles we wish to write about and it gives everybody a space to express their opinions and communicate.

The Laurel- Front of House Team Member, 01/2020 to 08/2021

As part of my job I organised the kitchen and ensured all food was packaged to a high standard. Furthermore, I attentively took orders, guiding customers on menu choices, allergy advice and chef

recommendations. I would also teach new team members how to organise the kitchen in the same way I did. Ensuring the kitchen was clean and hygienic was another major part of my role.

I was also instructed to calculate the money at the start and end of the night. Additionally, throughout my shift, I would process cash and card payments for customers when they ordered. As I mostly worked weekends, there would be a high volume of orders so I have experience working in fast paced environments.

Education

I received 9 GCSEs including a 5 in Maths and a 6 in English Language | Sandbach High School and Sixth Form College | September 2014- June 2019

A-levels: Psychology A, English Language B, Criminology A | Sandbach High School and Sixth Form College | September 2019- May 2021

As of September 2021 I have attended the university of Liverpool where I study Communications and media. My interest in this field stems from my passion for journalism and writing. I enjoy all styles of writing from essay writing to more personal, informal styles such as magazine and newspaper writing. At the university of Liverpool I am a member of the Tab Liverpool where I write articles for them to publish.

Skills

- Computer skills: I am comfortable working with word and presentation software. I also work a lot with excel withing my degree. Furthermore, as part of my role in the Tab Liverpool, I am familiar with word press.
- Communication: I am confident speaking to others and addressing others as I have had to organise and communicate with people during my time at university, with fellow Tab writers and during my previous jobs. I also have a professional phone manner and email writing skills.
- Time management: I manage my time very effectively ensuring everything is completed. During exam periods I set alarms and create a smooth workflow for myself. I am also able to work under pressure and in fast paced environments.
- Volunteering: During Secondary school I was a member of a volunteering group (The Big Sisters), as part of this group I had to present in front of the Cheshire East council and other schools from the area, this increased my presenting and communication skills. Volunteering also enabled me to meet lots of people from different areas.

- Writing skills: During my time at the University of Liverpool, my writing skills have increased significantly as I have written a multitude of essays, achieving mostly 2:1 or firsts. Writing for the Tab has also enabled me to expand my writing skills as I have to write content weekly on different types of topics which are published for the public to read.
- I also have considerable memory skills as I had to memorise a lot of content for my exams.

Hobbies and Interests

In my spare time I enjoy reading and spending time with my family and friends. I am very passionate about music and love going to concerts and playing the piano too. Another one of my hobbies is reading, I love all kinds of book genres. I also love to travel and I am currently learning Spanish in my free time.