

# Anya Collins

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## **Professional Summary**

I have recently graduated from the University of Liverpool with a 2:1 honours degree in Communications and Media. I am now hopeful to expand my skills and become an established writer. I pride myself of having strong time management and communication skills which will be a benefit to any business I work with.

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

## **Work History**

### **Temporary Cleaner in The Cornovii Trust- 07/2024- Current**

Alsager High School's Cleaning Service Team. I am DBS checked through this role.

### **LFC matchday staff member 08/2023 to 04/2024**

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

#### **Key elements of this role:**

- Communicating and taking instructions from the waitstaff and chef
- Serve customers their meals with excellent customer service
- Standard Front- of -House tasks were to be completed

### **The Tab- Freelance writer , 09/2023 to 05/2024**

#### **Key elements of this role include:**

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

I really enjoyed being a writer for the Tab as it 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 had weekly meetings to ensure we were up to date with any articles we wanted to write about, and it gave everybody a space to express their opinions and communicate.

### **Self-Employed cleaner, 28/06/2023-01/09/2023**

- Cleaner of people's private residences and work offices

#### 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

University of Liverpool (2021-2024)

2:1 BA (honours) Communications and Media

In September 2021 I attended the University of Liverpool, here I studied Communications and media for three years until my recent graduation in June 2024. 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 was a member of the Tab Liverpool, this role consisted of me writing articles for the editors at The Tab to publish.

Key skills gained from my time at university:

- Ability to navigate my time effectively in order to submit my work for set deadlines.
- Invaluable research and skills during my dissertation period. From this I also interpreted complex data and developed my critical analysis skills as my chosen method was critical discourse analysis.

- I developed my communication skills, both verbal and written through various essays and presentations
- I learnt how to be part of a team and communicate effectively with others, both socially through my house share and during several university projects.
- I gained computer skills especially through Microsoft Office and Word Press.
- Over the past three years I also gained independency and learned to navigate the world by myself as I lived away from home.

In June 2023, I attended an NHS workshop as part of their Targeted Lung Health Check Programme. Within this workshop I worked with a group of students to help navigate their future advertisements by providing feedback on their previous media campaigns and advertisements.

In July 2024 I completed Channel 4's 2024 online Work Experience compulsory modules which enabled me to learn more about the television and Broadcasting industry. From this experience I also learnt how to analyse job interviews. I am now looking forward to exploring the optional modules Channel 4 have to offer to expand my skills further.

## **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 increased significantly as I wrote a multitude of essays, achieving mostly 2:1 or firsts. Writing for the Tab also enabled me to expand my writing skills as I had to write content weekly on different topics which were 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, so I love going to concerts. I also love to travel, and I am currently learning Spanish in my free time.

I hold a full UK driving license.