

EDUCATION

Ba (Hons) Creative Writing — *University of Plymouth*

Sept. 2022 - May 2025, Plymouth

Second Class Honours (Upper Division)

Modules include:

- Professional Writing for Different Media
- Make it New: Digital Writing
- The Impact of Publishing

A Levels

Sept. 2020 - July 2022

Grades C-B, studying English Language and Literature, Sociology, Philosophy, and Biology.

GCSEs

Sept. 2015 - July 2020

- 9 GCSEs, grades 7-9
- BTEC Level 2, grade Distinction*

EXPERIENCE

Front of House Server

Sept. 2025 - Present

- Approached customers with confidence and warmth, maintaining a high standard of communication with all clientele.
- Prioritised tasks effectively to ensure that the smooth running of the business is maintained.
- Applied attention to detail to ensure customer safety and satisfaction.
- Adhered to existing systems of operation, including familiarisation with new technology, to provide seamless customer experience.

Retail Volunteer, Cats Protection

June 2025 - Aug. 2025

- Sorted, hung, and displayed donated stock in accordance with company guidelines.
- Communicated effectively with managers and team members.
- Demonstrated strong visual merchandising skills, when tasked with store layout changes and window displays.
- Practised excellent time keeping, working efficiently alone.
- Confidently used a till and practised correct cash handling.
- Engaged with customers and provided friendly and efficient customer service.

Script Consultant, Upwork Freelancing — *Remote*

Dec. 2023 - May 2025

- Used my excellent attention to detail to identify issues with grammar, flow, structure, clarity and consistency.
- Provided insightful comments to advise editing of book manuscripts and screenplays.
- Exercised creative eye to suggest areas for improvement in a sensitive and constructive manner.
- Communicated effectively with the clients concerning progress, expectations, and advice.
- Delivered comprehensive notes within tight deadlines through self-motivation.

Kitchen Personnel

June 2023 - Jan. 2025 (Holidays)

- Prepared food and drink in a timely manner.

- Cleared and cleansed tableware and kitchen equipment efficiently.
- Successfully multi-tasked by balancing requirements and prioritising customer needs.
- Worked within a team to deliver optimum customer experience.

Case Study Intern, UOP SoSC Employability Group — Plymouth

Feb. 2024 - June 2024

- Planned, coordinated, and conducted 6 recorded interviews, using a highly flexible approach to balance work and study.
- Transcribed each interview, selected and compiled highlights.
- Worked autonomously to design and create content from these interviews, including a series of flyers to promote the programme, and an informative PowerPoint presentation.
- Utilised knowledge of Microsoft Office systems to create and share this content with relevant parties.
- Developed a video highlight reel from the interviews using Shotcut, self-taught during the process.
- Awarded a [Digital Badge](#).

Poetry Workshop Intern, Residential Care Home

Apr. 2023 - June 2023

- Successfully communicated online with care home administrators and fellow intern to organise and develop a series of reading and poetry workshops.
- Co-led engaging sessions with effective in-person communication around carefully selected poems and literature.
- Adapted each workshop according to self-evaluation and input from participants to ensure highest participant satisfaction.

ACHIEVEMENTS

‘Strigoi’, Mayfest — Plymouth

March 2025 – May 2025

- Worked collaboratively to co-write and produce marketing content for a play inspired by Bram Stoker’s ‘Dracula’.

Poet, INK 2023 — Plymouth

June 2023

- Had a poem published in UOP’s INK Journal, 2023 edition.

Diversity and Inclusivity Officer, College SU

May 2021 - July 2022

- Produced an educational LGBTQ+ Powerpoint presentation to be presented by tutors across the college.
- Developed a survey to inform decisions concerning our Pride Month celebrations, the creation of gender neutral toilets, and the release of pronoun badges.
- Created a collection of posters highlighting LGBTQ+ celebrities to raise awareness.

Summer Reading Challenge Volunteer, Local Library

July 2022 - Sept. 2022

- Explained and set up the summer reading challenge for children and parents.
- Logged books read by children and securely handled customer data.
- Arranged books according to an existing system and maintained a tidy workspace throughout the library.