**Curriculum Vitae**

**Personal Details**

Street 18 West End Park DOB: 27/12/01

Town Derry Mobile: 07501851122

County Derry Email: nishastevenson@icloud.com

Postcode BT489JF

**Personal Profile**

I am hard working, diligent and complete tasks to a high standard. I have great time keeping skills and can work well under pressure. While capable of working as part of a team I also take initiative and work well independently. Additionally, I am outgoing and friendly and have excellent communication skills. I enjoy reading and writing and spend most of my time with my nose in a book. Due to this, I have advanced vocabulary and can read and write to an extremely high standard.

**Key Skills**

|  |  |
| --- | --- |
| * Communication * Writing * Teamwork * Organisation * Numeracy * Comfortable speaking to people | * Time management * Self-motivated * Computing * Creativity * Leadership * Problem solver |

**Education**

Undergraduate Degree in Archaeology-Palaeoecology and Geography - Queen’s University Belfast.

[September 2022] – [May 2025]

Certificate of Higher Education in Environment - Open University

[FEBRUARY 2021] – [JUNE 2022]

Access Course - Science Technology and Maths - Open University

[FEBRUARY 2020] – [SEPTEMBER 2020]

* Achieved a distinction

## Foyle College, 67 Limavady Road, Derry / Londonderry, BT47 6LR

### [SEPTEMBER 2013] – [may 2019]

* Mathematics A
* Further Maths B
* English Literature B
* English Language A
* Music B
* History B
* Geography A
* Chemistry B
* French B
* Short Course ICT A
* Short course RE B

## Model Primary School - 2 Northland Road, Londonderry BT48 7HJ

### [2006] – [2013]

**Work Experience/Voluntary Work**

|  |  |  |
| --- | --- | --- |
| **ORGANISATION** | **DATE** | **DUTIES** |
| Explore Learning  (Tutoring) | February-August | * Tutoring children aged 5-14 in both Maths and English |
| Kelly’s Eurospar  (part-time job) | February-May 2019 | * Displays * Stock taking * Sales * Customer service |
| MM Mulrine & Co Solicitors,  Letterkenny, Co. Donegal  (Work Experience) | 12th – 14th February 2018 | * Office Admin including interaction with clients at front desk and on telephone; photocopying & preparation of documents for clients and files |
| Parkrun Letterkenny  (Volunteering) | Began June 2017 – to date | * Time keeper * Barcode scanner * Marshall * Event briefing * Results processor * Pre-event set up |
| Heath Promotion (HSE Donegal)  (Work Experience) | July 2016, July 2017, June 2018 | * General admin tasks (photocopying, mail shots, typing) * Telephone * Preparation of resources and equipment for training courses |
| Oxfam (Derry)  (Retail experience/ Volunteering) | January-April 2015 | * Displays * Stock taking * Sales * Customer service |

**Other Achievements**

* Silver music medal in cello
* Grade 3 and 4 in cello
* Completed National Citizen Service residential and Social Action Project
* Member of Foyle College Senior orchestra for 6 years
* Streamed into the top English class in secondary school.
* Hold a full UK driving license

**Hobbies and Interests**

* British Sign Language (BSL) – working towards Level One qualification.
* Music - Cello
* Tennis – play for City of Derry Tennis Club
* Reading
* Writing
* Animals
* Environment

**Personal Profile**

**Key Skills**

**Education**

Primary School [Address] [Dates]

Foyle College, 67 Limavady Road, Derry / Londonderry, BT47 6LR

[September 2013 – Present

GCSEs to be completed in June 2018:

**Work Experience**

**Voluntary Work**

**Achievements**

**Hobbies & Interests**

**References**

Mrs Eakin Another name

Foyle College Another business

67 Limavady Road Street

Londonderry Town

BT47 6LR Postcode