



# EMMA WATSON

*Photographer*

## ABOUT

I enjoy helping others and dealing with a wide range of people of all ages. I am a creative person, with experience in photography, and enjoy working on creative projects. I am a trustworthy person with strong leadership skills that I have gained through years of voluntary work. In addition, I am a naturally calming and caring person. Furthermore, I am able to work both independently and in a team. I am very determined and will persevere to ensure a task is done to the best of my ability.

## CORE QUALIFICATIONS

DBS Certified  
Safeguarding Children Induction Training  
Fire Refresher Training  
Safer Food, Better Business Staff Training  
Excellent communication skills, written and verbal

Active team player also able to work on own initiative  
Determined  
Self-motivated and organised  
Punctual and reliable  
Excellent time management skills  
Friendly and approachable

## EXPERIENCE

### ASSISTANT PRACTITIONER

*Bright Comets Day Nursery | March 2019 - Ongoing*

- Support the day to day running of the nursery to ensure high quality care and education is provided
- Working with all age groups within the nursery
- Help support the daily activities for self-directed play
- To support children with special needs making sure that they are fully integrated in all areas and activities within the nursery.

### STUDENT REPRESENTATIVE

*University of Hertfordshire | September 2018 - Ongoing*

- Communicating with a range of ages about their praises and concerns of the course
- Liaising with senior members of staff
- Collecting and giving feedback in termly meetings
- Having knowledge of student confidentiality, safe guarding and sign posting.

### HOLIDAY CAMP ASSISTANT

*The Strings Club | School Holiday Time Only*

- WORKING WITH CHILDREN AGE 4 TO 11
- LEADING GAMES AND WARM UPS
- ASSISTING THE TEACHERS IN THE LESSONS
- LEADING WORKSHOPS ON A VARIETY OF TOPICS
- KNOWLEDGE OF SAFEGUARDING AND OFSTED REGULATIONS

## CONTACT

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## EDUCATION

### BACHELOR OF ARTS (HONS): PHOTOGRAPHY

2018-2021

University of Hertfordshire  
Predicted: First

### MEDIA STUDIES: B PHOTOGRAPHY: C PSYCHOLOGY: D

2015-2017

Lordswood Sixth Form Centre

### 10 GCSE'S A-C INCLUDING MATHS AND ENGLISH

2010-2015

Lordswood Girls' School

## COMPUTER SKILLS

Adobe Photoshop  
Adobe InDesign  
Adobe Premiere  
Microsoft Office Suite  
Mail Chimp  
Listing on Ebay, Amazon  
Editing a Website

## OFFICE AND ADMIN INTERN

*The Strings Club | March 2018- April 2018*

- Using 'mailchimp' to send weekly newsletters as well as check the reports
- Business to business calling to Schools to promote the company
- Data inputting schools information
- Cold calling possible employees
- Writing press releases to promote the company director
- Marketing research (SWOT analysis)
- Running a social media project with 'Instagram Stories'

## SOCIAL MEDIA INTERN

*Fenice Media LTD | February 2018- April 2018*

- Using a variety of social media platforms to increase online engagement
- Understanding of how to improve Alexa ranking to encourage more traffic to the website
- How to improve social media accounts using different tactics to improve engagement
- Understanding of how SEO works to ensure we have more people visiting our website
- Understanding of the luxury industry

## E-COMMERCE TEAM MEMBER

*Pixapro | May 2018-July 2018*

- Updating the stock counts
- Creating listings on the Website, Ebay and Amazon
- Creating banners by using Photoshop for the email newsletter
- Photographing products to go on the Website
- Operating a live chat to help customers

## CALL ADVISER

*A2B Radio Cars | October 2017- November 2017*

- Answering phone calls to order taxis and deal with complaints
- Using 'Icabbi' system to order taxis for customers and see where drivers were
- Good knowledge of Birmingham and surrounding areas
- Had to provide good customer service to keep regular customers and encourage new customers to stay with us

## SALES ASSISTANT

*Primark | June 2017- August 2017*

- Keep my area tidy to ensure customer satisfaction
- Assisting customers in finding clothing or navigating the store
- Retrieving clothes from the stock room so that the area was always well stocked
- Offering good customer service to keep customers returning

## MENTOR

*Stage 2 Youth Theatre | September 2015 - July 2018*

Credited by the Mentor and Befriending Foundation

Assisting in the running of drama workshops for groups of children aged 7-21

Communicating clearly in a group setting and with individual children

Presenting information in 'sharings' to large groups of relatives and parents

Attending meetings on a regular basis in the evenings and at the weekends to develop activities and discussions of what could be done differently or improved

Developing and running 'Special Events' related to Stage 2

Going to different areas of Birmingham to publicise Stage 2 by distributing print

## VOLUNTEER SUPPORT WORKER

*Friday Club | April 2012- May 2018*

- Providing support to children from the age of 4 to 11
- Helping the children take part in a range of activities to develop skills in creativity, cookery, understanding the rules of games, taking turns and enhancing education
- Communicating clear instructions and encouraging participation
- Working with a range of ages, ethnicities and varying levels of English