**Robin Symmons**

26 Greenland Road, Magherafelt, BT45 7HN

**Telephone Number** 077 5490021244 **Email Address**: robin.symmons@aol.co

A highly motivated and enthusiastic graduate with excellent communication skills and teamworking skills, having developed these through retail management, involvement in community radio and working with children in a voluntary capacity.

**EDUCATION and QUALIFICATIONS**

**2014 – 2018 University of Belfast**

 **BA (Hons) Combined Studies (History and Media)**

**2.i classification expected**

**Modules studied:**

**Main**: Contemporary History (12 modules) including: A History of Society (67%), Modern Europe (64%), Developmental Societies (65%), Culture and Society (63%)

**Secondary**: Media (6 modules) including: History of Media (66%), Media and Society (68%), Psychology of Media (66%)

**Third Year: Placement**

Awarded a scholarship to study for a year at St Austell’s College, Virginia, USA as part of the StudyUSA programme. Studied modules in Business, Education, Media and Psychology.

Achieved a Grade Point Average (GPA) of 4.0

**Final Year Dissertation**

*‘The History of Community Radio in the State of Virginia’.*

Undertook voluntary work in community radio and interviewed a representative sample of residents involved. Transcribed interviews and researched documents in Virginia State Library.

**2007 – 2017 Moorfields High School, Magherafelt**

A level: English (C), History (B), Business Studies (B)

7 GCSEs Grades A-C, including Mathematics and English.

**WORK EXPERIENCE**

**January 2014 – Present Dunnes Stores, Magherafelt, Departmental Supervisor**

* Gained experience in women’s clothing and household goods departments of the store.
* Promoted to supervisor in childrenswear department February 2009.
* Team leader and mentor to 6 members of staff.
* Responsible for induction of new employees and staff training.
* Organised in-store promotions including liaison with PR department and press office.
* Exceeded sales targets over a two year period and awarded ‘Sales Assistant of the Month’ March 2008.
* Currently receiving training on the new computer system which is being installed in the store.

**October 2013 – May 2014 St. Austell’s College, Virginia, USA, Production Assistant**

* Committed to providing 10 hours of voluntary work each week.
* Assisted in the research of topics for daily campus radio programmes.
* Received training in all aspects of programme production and delivery.
* Broadcast ‘on air’ and conducted interviews with community, academics and guest speakers.
* Scripted and presented news bulletins.

**July –August 2013 Camp America, Greensborough, Ohio, Camp Counsellor**

* Provided round the clock care to a group of 25 children aged 11-13 ensuring adherence to health and safety policies. Acted as coach for basketball and netball.

**SKILLS PROFILE**

**Communication**

* While Camp Counsellor for Camp America in Greensborough Ohio taught basketball to a total of 400
young people.
* In my second year at university successfully participated in the Tutoring in Schools programme and delivered a Business Education Programme to Key Stage 2 pupils.
* Successfully completed Dunnes Stores training course in customer care. Experienced in making promotional announcements and giving sales advice.
* As secretary of Magherafelt Young Farmers Club regularly give presentations at regional gatherings of over 100 members.

**Teamwork**

* Member of the university Rag committee and undertake regular fundraising activities for local charities. In 2009 raised £8,000 for Combat Cancer and the Meningitis Research Foundation.
* As a production assistant for St Austell’s campus radio co-ordinated a team of 15 volunteers and delegated tasks to ensure programmes were broadcast on time.

**Problem solving**

* As a Camp Counsellor frequently required to develop new activities when planned events were cancelled due to bad weather.
* When investigating customer complaints in Dunnes Stores endeavour to implement company policy while maintaining customer loyalty.

**Organisational skills**

* Secretary to the committee responsible for organising the Combined Studies School formal. Ensured meetings were planned and action points were correctly documented and followed up.
* Responsible for drawing up staff rotas and completing time sheets.Devised a time management system which streamlined the timing of shifts in Dunnes Stores.

**IT**

* European Computer Driving Licence 2007: competent in the use of Microsoft Word, Excel, Internet Explorer and PowerPoint.
* Full clean driving licence with access to transport.

**INTERESTS AND ACHIEVEMENTS**

**Sport:** 2014 Awarded University Colours for Basketball

 2013 BAC Coaching Award for Netball and Basketball

**Volunteer**: 2012 Volunteer for Mid Ulster Hospital Radio-present a regular music programme

2012 Duke of Edinburgh Silver Award

**REFEREES**

**Academic**: Dr JM Arthur, Course Director, University of Belfast, City Road, Belfast, BT1 5FD

Tel (028) 9078 3275 Email: jm.aruthur@bfu.ac.uk

**Work:** Mrs Mary Kaye, Store Manager, Dunnes Stores, High Road, Magherafelt, BT45 8L

Tel (028) 7939 6856 Email: mary.kaye@dunnesstores.ac.uk