Ali Siddique

51 Orchard Avenue, Stoke, ST11AA Mobile: 07923 123456 Email:asiddique@outlook.com LinkedIn: alisiddique@linkedin.com

# Education

## 2015-2018 Keele University

**BA (Hons) Philosophy and Politics** (estimated grade 2:1)

* Modules studied include Social Science Research Methods, the Practice of Politics and the Work Experience module.
* Demonstrated rigorous, independent thought and effective qualitative and qualitative research skills, as shown by successful completion of dissertation (awarded 72%).
* Developed the ability to analyse problems in a multi-dimensional way and to think creatively and self-critically, as required for essays and reflective work.
* Gained an understanding of political systems and the social, economic, historical and cultural contexts within which they operate.
* Showed effective team working ability when completing tasks with fellow students; this included demonstrating flexibility, effective verbal communication skills and a task-focused approach.
* Enhanced ability to listen effectively through seminar discussions and present a coherent argument based upon evidence and critical thinking.
* Elected as a Student Voice Representative: invited and gathered the views of fellow students on key issues to advocate in their behalf as liaison meetings with staff members.
* Learned to work autonomously and to use strong time management skills, particularly when balancing studies with work and extra-curricular activities.

## 2012-2014 Colleywood Secondary School, Chester

 **A-levels:** English (B), Psychology (B), Physical Education (C)

 **GCSEs:** 9 (5A, 3B, 1C) including English (A) and Maths (B)

# Relevant Work Experience

## July-Sept 2017 Survey Interviewer, NatCen Social Research, Northwich, Cheshire

* + Contributed to a number of research projects; this involved using strong verbal communication skills to conduct face-to-face interviews.
	+ Demonstrated effective listening skills and the ability to record findings succinctly and accurately.
	+ Developed excellent organisational skills when planning workload and also time management skills to ensure that survey deadlines were met.
	+ Completed administrative tasks in a comprehensive manner, keeping to high standards in terms of both quality and quantity of surveys.
	+ Gained an understanding of the functions of a social research organisation and also developed skills in using databases and Microsoft Excel.

# Additional Work Experience

## Jan-Mar 2018 Adviser, Citizens Advice Bureau, Newcastle-under-Lyme

(placement as part of Work Experience module)

* + - Demonstrated effective written and oral communication skills, including ability to negotiate.
		- Honed skills in researching, analysing and interpreting complex information, in addition to producing and presenting clear reports.
		- Utilised IT systems and packages and electronic resources when proving advice, record keeping and document production.

## 2016-2018 Team Leader (previously General Assistant), TGI Fridays, Hanley

* + Successfully promoted from General Assistant to a supervisory level role within one year of service.
	+ Demonstrated effective leadership skills when organising and managing a team.
	+ Developed ability to operate under pressure in a busy, fast food environment.
	+ Utilised strong communication skills when training new staff and effective customer service skills when serving with members of the public.

## 2014-2015 Summer events management staff member, Big Events, Birmingham

* + Operated effectively as part of a team to coordinate events at various show grounds around the UK.
	+ Used tact and diplomacy to maintain customer satisfaction when issues arose.
	+ Developed an understanding of commercial awareness and how a business operates.

# Extra-curricular Experience

In addition to being a Student Voice Representative, I have been involved in:

## 2015-2018 Keele Drama Society.

As the elected President (2017-2018), I have had general responsibility of the society. This role included:

* Coordinating and project-managing the popular Keele DramaFest, which involved organising venue hire, promotion, ticket sales, costumes and rehearsals.
* Demonstrating leadership for the Drama Society and working effectively with the committee members to plan successful activities and socials.

## 2015-2018 Module United Nations and Philosophy societies

* Active member of both student societies; this involved attending talks by guest speakers, debates, social events and contributing ideas for the societies.

# Additional Skills

* **IT** Proficient in the use of Microsoft Office, including Excel and Word

# Referees

Dr XXX, Personal Tutor email@keele.ac.uk, Ms XXX, Supervisor at NatCen, email@xxx