



SKILLS FOR LIFE: EMPLOYABILITY AND FUTURE PATHWAYS

Module Number: ECGE6001



NATASHA FIDDY

WORD COUNT: 2988

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Old CV

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Manorbier Tenby Pembs
Manorbier, WA sa70 7sx
UK

Career level achieved: Student (Higher education/Graduate)

Assistant Media Designer:

*Zebra Face Media
Media Design
Manorbier*

July 2014 - September 2014 (6 month contract)

During this time, I worked in a small team of two learning a lot of new skills in all aspects of Media Design, these included building websites, creating/designing Logos, creating/designing leaflets/posters/business cards etc. I also used my photography skills to take photos for the websites. I also acted as a secretary, making and answering calls.

Tenby Rock and Fudge:

February - November 2015 (Seasonal work)

Tenby

During this time, I worked alone and part of a team. My main duties were serving customers, using the tills, serving/ preparing various different types of ice cream/fudge. Stocking up the shop, and all cleaning chores. Other duties involved opening and closing down the shop. I also ran the shop when my boss was away.

Work experience: Waitress

*Manorbier Tea Rooms
Restaurant/food services
Manorbier*

June 2012 - October 2012

During this time I worked as part of a team. Where my duties included; washing up, cleaning down tables, meet and greet customers, taking orders, serving food and Till work. I also progressed on to opening and closing the Tea Rooms and running the establishment during time of holidays, during this time I ran the front of house and communicated with the kitchen staff.

Waitress:

*Penally Abbey Hotel
Restaurant/food services
Penally*

March 2011 - January 2012

During the time I worked I did a number of duties, my main duty was waitressing in a fine dining establishment. I also did other duties such as, preparing starters, bar work and reception duties. I worked within a team environment, where I was able to support my colleagues, I also assisted in cleaning the Kitchen area, restaurant area and bar area, for close down of the restaurant.

Gardening assistant:

*J Fiddy Services
Other/not classified
Pembrokeshire
January 2010 - October 2010*

During my time I carried out a variety of labor based tasks, my main duties were, gardening such as, weeding, mowing lawns etc. I also assisted in building fences and a number of other similar duties where I learnt to mix cement. I worked as part of a team and was able to communicate effectively to insure that the tasks that carried out were completed to the correct standard. I was also aware of manual handling.

Education:

Pembrokeshire College

A level / higher or equivalent

Photography

UK

Haverfordwest

I studied a number of AS courses too, such as: Media Studies and Spanish. I completed the course and gained an A Level in Photography. The skills I learnt thought out this course were: Black and White Film Photography, Digital Photography, Darkroom work, working in a studio, preparing and researching shoots, using lighting, tripods, backdrops and other kinds of photography related equipment. This was all incorporated in the coursework I completed.

As part of the course I entered a Photography competition where I came 2nd. My Photos are used publicly as part as Pembrokeshire colleges marketing campaign.

September 2010 - July 2012

Ysgol Greenhill:

GCSE / Scottish or equivalent

GCSE'S

UK

Tenby

Maths- C

English- A

English Lit- B

Science:

Bio- C

Chem-C

Phy-C

RE- A

History- B

French- D

DIDA- Pass

September 2007 - July 2009

Language skills:Spanish (Intermediate)

Additional information:Done Photography for charity events.

Desired Job Type: Permanent, Temporary/Contract/Project

Desired Status: Full time, Part time,

Date of Availability: Immediately



NATASHA FIDDY

Nursery Assistant

PROFILE

I am well versed in working with others, with experience in many fields of work. I am hard working, kind, patient and willing to take the time to learn things. I have a natural ability to pick up new skills when shown and enjoy both aspects of working within a team or alone.

I take pleasure in keeping things organised and thinking of new efficient ways of completing tasks/solving problems.

I am always willing to listen and to learn more and would love to be able to demonstrate these attributes to you!

CONTACT

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HOBBIES

Digital Art
Singing
Playing guitar
Live streaming

COMPETENCIES

Teamwork
Communication
Listening
Patience
Kindness
Divergent Thinking

EDUCATION

Netherwood

2002 - 2007

[I studied in this private school till the end of year 9]

Greenhill

2008 - 2009

Here I completed my Gcse's.

Pembrokeshire College

2011-2013

Here I achieved an A-level in Photography

[Current] – University of Wales Trinity St David's, Carmarthen.

2018-2020

Early Years Education – BA honors degree.

WORK EXPERIENCE

Penally Abbey Hotel - [Waitress]

2011-2012

During the time I worked there, I had a number of duties. My main duty was waitressing in a fine-dining establishment. I also did other duties such as preparing starters, bar work and reception duties. I worked within a team environment, where I was able to support my colleagues. I also assisted in cleaning the kitchen area, restaurant area and bar area, as part of the closing down procedures.

Zebra Face Media - [Media design assistant]

2014-2015 – 6-month contract.

During this time, I worked in a small team of two - learning a lot of new skills in all aspects of Media Design. These included building websites, creating/designing logos, creating/designing leaflets/posters/business cards etc. I also used my photography skills to take photos for the websites. On occasions I also acted as secretary, making and answering calls.

Saltrock - [Supervisor/Assistant Manager]

2015-2017

Commented [A1]: Motivation and professionalism- better presentation of work and skills. Including things such as grammar and spelling. (Brock, 2016)

Commented [A2]: Communication – giving sound knowledge of my skills but also my willingness to work. Within a school environment communication is very important, as not having communication can lead to a lack of organization within schools. (Cox, 2014)

Commented [A3]: In this section I used competencies such as Teamwork, communication, patience and listening.

Commented [A4]: Links to communication, teamwork and creativity.

I helped to run a small clothing store. My duties consisted of stock work, organising and managing staff, ordering stock and taking phone calls. General upkeep of the shop, opening and closing, banking and sorting and creating the displays in the shop. I also was involved in all levels of management of the store, this included being in charge of a small team. I had a customer facing role, dealing with complaints and returns.

Other work experiences:

Volunteering:

Au Pair Spain

2017-2018

Here I was responsible for the care of four children, ages 4-10 years old. I would take them to school every day and pick them up at lunch. I would then prepare them lunch and take them back to school again. In the afternoon I would pick them up and care for them until their parents returned home. This would include showers, homework and sometimes dinner. Two nights a week I would also baby-sit.

During the summer my responsibilities changed to taking the children out on activities every day.

I learnt much from this experience, being able to spend a lot of one on one time with the children - helping them with homework, art, sports, etc. It was this experience that made me realise my passion for working with children.

Golden Manor Nursery

2018-2019

My role was to assist others within the nursery environment however, I also had the opportunity to work directly with the children including: reading stories; having one on one play time; playing with the children; singing and playing guitar for them. I helped with the art boards and displays in the classrooms, helping to make a warm and friendly learning environment for the children.

This also involved creating various learning opportunities for the children, that supports their development and encourage them to be confident in their own abilities. This involves a lot of planning and trying out different methods of teaching and play!

ADDITIONAL LANGUAGES:

Spanish intermediate (Spanish diploma)

Commented [A5]: Patience and listening. Listening to complaints and deciding on the appropriate action for them. Being calm and taking time to see people's side of things.

Commented [A6]: Kindness – Ensuring the children have a safe happy place to learn. Taking time out for one on one play. Caring for their education and well-being. (Dowling, 2014)

Commented [A7]: Divergent Thinking & Creativity – Demonstrating multi-ways of completing or creating activities/tasks and lessons. Creating fun learning environments for children.

Personal development plan – Target: To be able to teach Spanish children effectively

Knowledge: I need to gain a TEFL certification.	Why? So that I can teach abroad in Europe.	How? I can get one of these by going to their website: www.tefl.org.uk it costs £199. If you are student, you can get up to 35% off.	Who/Where/when? On their website www.tefl.org.uk , I can do the entire course online if I wanted too and start whenever I wanted. This is something I'd likely do in the summer as it takes 50 hours to complete.
Knowledge: First Aid & Food hygiene.	Why? This will be very useful to have in a school environment. And also, will help with employment.	How? After some research I decided to ask my placement about it, they have agreed to put me on the courses through them.	Who/Where/When? These will be taking place in Pembrokeshire college, I will start in May and spend my Saturday's studying there
Skills: Motivation	Why? I find that I leave things to the last minute because that is when I get the motivation to do it.	How? By setting myself realistic goals of completing task by certain dates.	Who/Where/When? I will use a wall planner to map out dates and schedules so I will constantly aware of what I need to do and when. This can be started immediately.
Skills: Tidiness	Why? Mess makes me feel very stressed and I find that I cannot work properly when things around me are messy or cluttered. Unfortunately, I don't find a lot of time to clean.	How? I need to start spending time making sure that I have a clean environment, so my level of work and motivation is improved.	Who/where/when? I could either find another place to do my work, like travelling in to the library as I find I get a lot of good work done there. This can be effective immediately.

Commented [A8]: Specific goal, I could have been more specific in this and said to teach Spanish children, English. My overall goal is to effectively teach English to Spanish children. . (University of California, 2016)

Commented [A9]: Measurable goals – I have identified key milestones. The goals that I have set out for myself are difficult to measure as it is an ongoing task. My key measurement will be how well I can teach English to the children, the best way to measure this goal would be through progression or tests.

Commented [A10]: Achievable – I can get to Pembrokeshire College to study this and have established that I have the time available to complete the course.

Commented [A11]: Relevance - Each row in this, is a milestone to be able to teach effectively. All of these combine into the ability to teach children to the best of my ability.

Commented [A12]: Time bound – I have a goal of doing it within a few years of completing my course, but this is subject to change. I have mapped out efficient ways that I can improve my time management. Helping me to be more organized.

Values: Patience	Why? Patience is highly important when working in a school environment. It is important to wait and let the children learn things for themselves rather than doing it for them straight away.	How? By allowing the children to keep trying things until the understand. Wait for them to ask for help. Allowing children to talk and ask questions.	Who/where/when? I can practice this in placement, I already feel like it's something I am learning the more time I spend there. I am starting to understand how the children learn best and this take patience.
Values: Self-awareness	Why? I strive to be the best possible person that I can be, so sometimes I am very hard on myself when it comes to situations and things that go wrong. Especially when I think I can do better. This is all part of reflection.	How? I need to focus more on the task and what will benefit the children or my work. Then naturally I should improve. It is good to have a strong feel for your morals, but it should be controlled.	Who/where/when? Focus on reflection using models or cycles of reflection so that I may concentrate on the important things. I can do this anywhere at home or at work or in university. Learning as I go!

Personal statement while applying for a job as supervisor in Saltrock.

I have been a customer of Saltrock stores since I first discovered them 1 year ago. I know a lot about the clothes and the brand just through personal interest. A job here at your store would be the perfect opportunity for me to put my passion of this brand across in a useful and professional way.

I graduated from college with an A-Level in Photography, where I had to demonstrate many different types of creative skills. Creative skills can come in very handy in a retail store, I am handy with displays and would be able to merchandise the store effectively.

Through my previous jobs in catering I am well equipped with dealing with people and complaints, creating a warm and friendly environment for customers.

I look forward to hearing from you!

Commented [A13]: Creativity, communication and listening. Retail jobs also help to improve on skills such as effective time-management, patience and problem solving. (Ruehlicke and Ruehlicke, 2019)

Reflection

Employability is a module that I initially thought wasn't useful to me. However, there are many ways in which I have benefited from it so far and I have skills which I feel I have improved. For example, before this module, I would not have thought much about planning ahead. Now, from experience, I know that not planning ahead can lead to many obstacles along the way. (Jackson, 2015). It also encouraged me to pinpoint my competencies and get to know myself better. This is important because these are key points I can bring forward to future employers and have even helped me to rewrite my CV in a much more professional manner. The University of Exeter says that having a professional CV is important as it's often the first thing a potential employer will see. However, one of the downsides of a CV is that they are limited in the information they present, for example, in the teaching profession where there are additional factors that can't be included in such a brief description. (Bennet, 1992).

Through this module I have learned many things, however one of the key things I have discovered is the many aspects of employability. Employability is a range of competencies, skills both formal and interpersonal skills and personal characteristics. The main question being whether you obtain enough of these competencies to find and remain employed. (Nilsson, 2010).

Upon looking back through this module, I can see the progression journey that I have made, noting that I have learned the most through the experience of working. Each job offers a range of experiences and challenges that I have adapted to and learned from. It has also shown me a range of competencies that I have learned through these times and most importantly the significance of future planning. However, it is not always easy to plan as there can be many obstacles we can't be one hundred percent certain of. For example, Trought, 2017 says

"planning your career is not an easy task. How do you know if a career is for you just by reading about it? The reality of career planning is that you will never know if you have chosen the right career or company until you start working there."

We can tackle this issue by doing volunteer work as I highlighted in my CV. Volunteer work helps in a number of ways. Not only has it given me a chance to experience the field that I am studying but it has also helped me learn many skills such as patience, communication and listening. It also opened career doors for me - thanks to my placement I managed to get a job doing what I love. During this module we also went for some careers talks on the Swansea campus, this was a highly useful trip for me and there was one lecture on the usefulness of volunteering that also helped me to understand the importance of it. (Yates, 2019).

I struggled to plan some aspects of my personal development plan, even though I knew the path I wanted to go down. Sometimes I found hard to plan around because they were hard to gauge, however you can still look for routes and attempt to predict the outcomes to better prepare yourself for the future. I have been focusing on the key competencies and referring to these using Gibb's reflective cycle to guide me through the stages. (Gibbs 1998)

Looking through this module the competencies that I have picked along the way are patience, communication, listening, kindness and creativity.

All of the jobs that I have require some form of creativity, especially working as a media design assistant. If we look at my most recent CV we can see some of the skills that were required of me. Some people consider creativity to be low on the list of required attributes, however according to one study creativity is becoming a desirable graduate skill to students and employers. (Rampersad, G. & Patel, F., 2014) However, creativity is especially useful in the early years. Encouraging children to be creative really helps them to express themselves and has even been proven to help them feel safer in their environment. (Mills, 2014).

For analyzing my personal development plan, I used a method called SMART goals (University of California, 2016). This helped me to focus my goals. SMART goals helped me to focus on the more important aspects in my life, and helped me to achieve my priorities, which led me to develop my time-management as it's something that I have struggled with when doing work. We also learnt about the pickle jar theory, which also links to time-management and making sure that you have your priorities in the right order. (Loughborough College, 2014).

I also mentioned in my personal development plan that a key issue I wanted to improve was motivation. This also linked to stress and leaving things to the last minute, I have already referenced above how I have improved on my time-management through this module but I also have learnt more about stress through a lecture of stress and well-being at Swansea campus. This helped me to feel more comfortable with what stress is and how it affects us but also ways we can help to combat or reduce it. Having better time-management has helped me to be less stressed but also understanding what it does to our bodies.

In the personal statement above, I reference a retail job that I applied for as a supervisor/assistant manager, I managed to get this job and it helped me with a range of skills. The main skills that I used were creativity, patience and problem solving. The role came with a lot of responsibility and I often had to think of ways to solve stock problems or customer complaints, this also assisted with my time-management as I was expected to always be on time. This job role really helped me to refine competencies and refined many transferable skills, I feel this experience will help me in future employments. (Ruehlicke and Ruehlicke, 2019).

In conclusion, I feel this module has been very useful in motivating me not only for my future but to plan for it, it has refined my ability to show future employers what I have to offer them. I feel much more confident moving forward and finding a job after my degree.

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