



UNIVERSITY OF WALES

Trinity Saint David
London

Module: Changemakers: Building your Personal Brand for Sustainable Employment

(BMHP5015)

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E-Portfolio: Assessment 1

Table of contents

1. Introduction
2. CV (Curriculum Vitae)
3. Cover letter
4. Pitch
5. Conclusion
6. References

Introduction

A personal portfolio shows an individual's career to date as well as, showcasing an individual's experience, achievements, skills, and qualifications the individual has achieved. In addition to this, a personal portfolio can help to reflect on individuals learning, helps in personal development, prepare for interviews also to develop an individual's CV (NHS, 2015).

Moreover, people change their career path if they are not happy with their employment, for example, low-paying wages. For this reason, an individual seeks to find better opportunities. Therefore, having transferable or employability skills is useful to one's career path (Skillsyouneed, 2011). Employability skills are the essential characteristics required to be successful in any career path furthermore, employability skills increase an individual's work readiness, communication, and teamwork ability (Indeed, 2021).

This personal portfolio will show the experience I have achieved to date using a CV (Curriculum Vitae). Which includes; skills, work experience, professional achievements, and education. Secondly, this e-portfolio will also provide a cover letter for a job that I will be applying for to demonstrate my interests, skills for the job, and why they should hire me. Finally, a pitch that will convince a company/ brand to accept the proposal for a book.

ALISHA GOCAJ

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Profile

Level 4 health and social care qualification patient and caring candidate committed to well-being and comfort for good, intended outcomes. Passionate helping others in need. Good team work skills and the ability to work at any given task in a fast-paced environment. Enthusiatic, reliable with the ability to liaise successfully with a wide range of people.

Skills

- Adult safeguarding
- Elementary first Aid
- Autistic and ADHD knowledge
- Epilepsy and seizure knowledge
- MS Word, Excel, PowerPoint proficiency
- Group presentations and assignments
- Able to work well with others as part of a team
- Patient and able to remain calm in stressful situations
- Open to criticism and always willing to learn
- Problem solving skills

Course/Class Representative February 2022-present

- Effectively Communicated Information to students
- Leadership
- Organised social events
- Negotiation skills
- Public speaking skills

Carer 7 years

- Carried help and support client needed, updated medication chart and communication logs with daily events.
- Communicated with client about personal care, exercise, companionship.
- Observed and evaluated clients health, reported findings via email and telephone interventions.
- Provided care and support in a respectful manner.
- Changing dressings to ensure comfort and no infection.
- Liaison with medical professionals on best practice in care procedures.

Customer service Bakery 2 years experience

- Fostered a welcoming environment for customers, cash handling, displayed bread products to attract passers-by. Prepared and presented hot and cold fresh rolls/sandwiches. Prepared hot and cold drinks to order for customers. Cleaned and maintained the store to excellent standard.

Retail Sales Market Stall 1 years experience

- Promoted healthy fruit and vegetables worked in all weathers served customers and maintained customer loyalty within the local community. Displayed and produced price tags. Setting up the stall with good quality fruit and veg as well as taking delivery of fresh stock. Weighing items and taking payment. Packing the stall away at the end of the day.

EXPERIENCE

EDUCATION

University of Wales 2021-present

- **Studying level 5 & 6 Health and Social Care**
- Passed level 4 in Health and Social Care (merit)

College

Function skills in English Level 2 2020

TRANSFERABLE SKILLS

- Trustworthy
- Good time management skills
- Friendly
- Attention to detail.
- Responsible
- Problem solver
- Organized
- Team leader skills
- Health and safety
- Preparing meals
- House keeping
- Basic life support
- Excellent communication skills

First language: English

Cover Letter

Alisha Gocaj

Dear Sir/Madame

I'm writing to apply for the position of Learning support worker **Job ID: 100108283** posted on total jobs Young epilepsy.

I have a level 4 Health and Social Care qualification with merit studying towards a BSC level 5/6. My university course has given me an excellent combination of skills such as MS Word and PowerPoint proficiency, individual and group presentation skills, and time management ability to reach deadlines for assignments. Since my time at Uwtsd, I have gained skills in leadership and public speaking through the use of PowerPoint presentations. Furthermore, I was selected by the class to become a class representative where I become the voice of the class.

I am a mother of 4 with knowledge of safeguarding and elementary first Aid. I have ADHD/Autism knowledge as well as knowing how to stay calm in challenging situations. With this, I also know how to approach an individual with epilepsy tonic-clonic and complex partial (focal) seizures and show a caring, friendly and calm approach.

I am an enthusiastic and motivated individual with a friendly caring nature who pays attention to detail. I work effectively within a team as well as show leadership. I am passionate about improving outcomes for children and families by offering support which I hope can be put to use at The Children Eplipse Service.

My own experience with my child has certainly inspired me to help other people. Therefore, after seeing your job advertisement I believe I can bring all the qualities you are asking for.

I would like to bring my passion, knowledge, and skills to your company. Give me a chance so I can bring positive outcomes for supporting children and families to self-manage their condition whilst achieving their full potential.

To summarize I am a great candidate for this role. I am available by phone or email so please do get in touch with me to arrange an interview at your convenience.

I understand you receive high interest in this role however, I would like to thank you for taking the time to consider my application and interest.

Yours faithfully Alisha Gocaj

Pitch (Promoting tips for children with epilepsy to help and manage their mental health and well-being for a documentary proposal)

Good morning, My name is Alisha thank you for taking the time to share this exciting journey with me. I am a full-time student at UWTSD London studying BSc level 5/6 Health and Social care in addition to this, I am a mother to 4 children nevertheless, I have a teenager who has epilepsy. We have faced many challenges concerning epilepsy therefore, I have been trying to find ways to help self-manage this condition, reduce how many seizures he has as well as, improve my teen's mental health, physical and well-being.

On the contrary, uncontrolled epilepsy can cause seizures to happen which in contrast impacts many aspects of a teenager's development and functions such as the impact on their mental health, physical, and well-being. As a result, the teen faces depression, low self-esteem, and loss of sleep, therefore, impacts the teen to perform well in education (Epilepsy Action, n.d.). For this reason, from my teen's challenges, I am inspired to help other children and their families to self-manage their epilepsy by changing certain aspects of their daily life to improve better outcomes.

First of all, taking control of epilepsy can limit seizures and improve how a teen feels and function in their daily life. For example, certain triggers can start a seizure such as, not getting enough sleep, stress, missed meals or not eating a balanced diet, and lack of physical exercise. On the contrary, I implied to self-manage my child's epilepsy and limit seizures.

To illustrate, changing my child's diet and introducing healthy eating habits such as, consuming more fresh fruit and vegetables and cutting back on fatty and sweet foods as well as, eating regularly and not missing meals has showed a positive impact on mental health. Furthermore, got my child to be more active by going for walks and visiting nature environments as a result, exercise has improved my child's physical well-being therefore, feels positive and less anxious. As a result, this has also, improved my teen's sleep and helps to stay focused in every day tasks and in education. Finally, by staying connected with

other peers and sharing experiences of the condition has undoubtedly helped my child's self-esteem furthermore, his mood has also improved.

I have been following your documentary channel about how to manage mental health, physical and well-being with people with a medical condition and I am impressed with the outcomes. Therefore, I would be delighted to share helpful tips to your viewers on ways to help manage epilepsy and seizures in children, teens and guides for their families to follow to better improve their mental health, physical and well-being as well as having a better lifestyle.

Overall, I would like to thank you for your time and attention. I am feeling hopeful that you can support myself and child to help improve other individuals and families by letting us showcase on your documentary channel.

Conclusion

In summary, it is important to have a personal portfolio as it shows future employers an individual's skills, experiences and qualities furthermore, to emphasise and show an individual's greatest achievements to date which can help the individual to be noticed more by employers in their careers.

In addition a CV shows employers what experience and skills an individual has furthermore, to show that the individual is the right person for that position. By having a professional CV it helps the individual stand out from other candidates.

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