

Katie Mannings

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Personal profile

I am a creative and determined individual, who is a hard-working people person. I am motivated to achieve to the highest standard. Honest and reliable, I have good communication skills and am very organised. I have good time management skills.

Competencies

Listening - Throughout my time at sixth form I was member of the peer support team this meant that students could come to me and talk to me if they ever had any problems. Whilst being on the team I had several students coming up to me and opening up about their problems to me as they felt like they could trust me and that I would be able to listen to what I had to say and be able to toggle good and reasonable feedback if needed.

Staying positive - I have always been a very positive individual and I like to look for the best in a bad situation. If I cannot do something instead of giving up, I will find other ways of figuring it out as I am also a very dedicated person and once, I have started a job I don't feel content until the job is completed. I always have a smile only face I like to make other people smile where I can.

Independence - Since being at University my independence has blossomed and I am very confident being on my own. I can remain calm in situations that might be daunting, and I am able to conduct myself in a professional manner at all times seven if that means doing a team job by myself.

Leadership - I went to Borneo I had to lead my group for a couple of the days whilst we were out there. This role included ensuring that everyone was alright, and I had to organise food and our accommodation for everyone. A good leader also has to motivate people and this was proved whilst on this trip as it was very hot most days and I had to ensure that my group remained focused and that we were able to continue our work so I had to encourage my peers to push on through.

Work experience

August 2020

Retail assistant- Screwfix Winchester

I worked at Screwfix for 9 months. Throughout my time with the Company I engaged with a range of customers, I did a lot of work on The tills and being the first face people saw as they walked in. This Experience taught me how to interact with all types of people. It was a very full-on job, and some days were very busy, and I would Serve up to 60 people an hour, this taught me how to be fast on My feet and to come up with solutions to people's problems Quickly.

July 2019

Waitress - Henley Royal Regatta

I was a waitress in one of the Royal tents. I had to talk to customers

and ensure that they had the best service possible, I also had to deliver and serve food to people. On several days I served over 300 people and this really encouraged me to become more confident talking to people. Even though it was very busy and hot inside the tent I was able to remain calm and collected and be polite and positive when it came to serving the clients. It was a very demanding job but I was able to deliver all the clients the service that was expected at the event.

June 2018

All round employee - Green Park

This role consisted of multiple different departments. I worked as a receptionist for a little bit, I also helped the catering staff. I managed the phones. Cleaned offices. This role taught me a variety of different skills sets which I have since used in my everyday life. Working with the receptionist team taught me that you always have to have a happy face as you are the first person people see when they come into the office. It also enhanced my presentation skills as I had to stand up and talk to people and I had to direct people to different rooms and locations so it played a huge advantage to my people skills and my public speaking as I got more confident talking to people I didn't know.

February 2016

Waitress - Chocolate Theatre Company

This demanding position involved interacting with members of the public, managing money and working quickly, efficiently and calmly in a pressurised environment.

June 2016

Backstage team - The Watermill Theatre

This week of Work Experience involved working backstage at this prestigious and innovative theatre. I helped put on a show and this involved managing the backstage team. I made and prepared costumes and props and assembled all of the lighting rigs. It was a demanding week and it involved strong time-management skills.

Education

September 2019 - Present

Media and communications -Undergraduate - Winchester University

I am currently at the university of Winchester studying media and communications, as an undergraduate.

September 2018 - June 2019

A-levels - Shiplake Collage

For my A levels I received an A in Photography a D in Psychology and a D in Drama

September 2015 - July 2017

GCSEs - Cranford House School

Bs in English Language, English Literature, Additional Science, Drama, Food Technology and Religious Studies, Cs in Maths, French and Science

Other interests

September 2012

Choir

I have been a keen and dedicated member of choirs at my school,

throughout the years, and I take great enjoyment and pleasure in performing.

September 2017 - June 2019

Peer Support

This role consisted of training in order to react appropriately to pupils issues and concerns as we were informed that some of the issues that we would be dealing with would be very personal and serious and we would have to take into consideration peoples feelings. This training process has made me more approachable and more of a people person as I am able to communicate well with people.

January 2018

First Aid

I undertook a 18 week process to become a qualified first aider this is a three year qualification, the sessions were 2 hours long.

September 2013

Judo National Champion

I performed judo at high level, and I was involved in three national competitions where I won gold, silver and bronze. This task was very challenging and made me much more dedicate and determined to do well.

July 2016

World Challenge - Borneo

This was a 2 week long expedition that was very strenuous and demanding. This process improved my work ethics as I had to be motivated to work in temperatures above 30 degrees C, the work was very hard and we were making a road for the local community so that they could access their local church.

September 2014

Bronze Duke Of Edinburgh

I participated in the Bronze D of E expedition, this involved me working well in a team and being very organised. I had to lead my team so this improved my leadership skills, and my organisational skills as well as time management as we had to be at our meeting point at certain times.

September 2012 - April 2015

Saxophone Grade 3

I played the saxophone for 3 years, I Participated in an ensemble, I performed in multiple concerts and this made me very efficient and good at working in a group with other people.

March 2008 - June 2012

Ballet and other Forms of Dance

I did ballet and other forms of dance which included tap and modern for four years, I performed in dance shows. This helped my organisational skills as I had to balance both dance and work.

References

Vivianne

Chocolate Theatre company - Boss
01491 874264

Russ Austin

Screwfix – Branch Manager
077817033087