**Insert name here**

**Telephone:** *Insert telephone number* **Email:** *Insert email address here*

**Education and Qualifications**

**Oct 2017 - June 2020 Insert name of university here**

* First year grade: *Include modules breakdown* marks
* Second year grade: *Include modules breakdown marks*

**Sept 2015 – June 2017 Insert sixthform college here**

A Level:

AS Level:

**Sept 2011 – June 2015 Insert secondary school here**

GCSEs:

**Work Experience**

**July 2017 Summer Intern at Ellis IP Ltd**

* Worked on specific cases such as a case where a company’s use of the client’s trademark impacted international expansion to the UK market.
* Helped organise a seminar as part of plans to expand client portfolio to the life sciences sector.
* Wrote articles for the company’s blog on various topics, including perception of EU citizens towards Intellectual Property.

**July 2016 Summer Intern at Demuris Ltd**

* Investigated the anti-fungal activity of natural products from Actinomycetes.
* Carried out experiment planning and analysis of data derived. The results of my experiments were used to identify natural products with potential for development into anti-fungal medicines.
* Produced a report on my findings and it contributed to research on potential anti-fungal medicines.

**July 2015 - Sept 2015 Kitchen Assistant at Giraffe restaurant**

* Prepared food in line with demand for up to 60 customers at a sitting in accordance to the Food Safety Act and adapted to the Junior Sous-Chef’s role during busy periods.
* Liaised with suppliers and Head Chef on new supplies and organised them.
* Communicated with waiting staff and chefs to manage customer complaints.

*Extend this depending on the number of work experiences you want to add*

**Positions of Responsibility**

* **Nov 2018 - Date, Admissions Helper, University of Nottingham:** I worked in a team of 18 to organise tours, social events and direct over 200 students to scheduled meetings at different times. I divided tasks among team members, set the team goal of having one social event each day and took the lead in organising the events. I received positive feedback from the Admissions Administrator.
* **Oct 2017 - June 2019, Founder, Experimental Chemistry Society:** I founded the society to promote science in the school. I led a team of six people and organised events such as activities for National Science Week and “The Global experiment”, run by the Royal Society of Chemistry.
* **May 2014 - March 2015, Science Prefect, X School:** My role required me to engage with the school community and promote the interest of students. I also published articles on the School’s Journal on scientific topics such as genetic research.

*Extend this depending on the number of positions of responsibility you want to add*

**Outreach, Voluntary and Community Work**

* **Apr 2017 - Date, Volunteer, Community Homeless Outreach:** Visited the homeless people in Oxford and offered welfare support such as food and a friendly conversation.
* **Jun 2017 - Date, Volunteer, Bexley Foodbank:** An important aspect of the role was communication between multiple departments to provide support tailored to each person’s needs.
* **Sep 2015, Conservationist, Frontier Tenerife Project:** Contributed to conservation efforts of cetacean species. Activities included community outreach and carrying out coastal surveys.

*Extend this depending on the number of outreach, voluntary and community work you want to add*

**Awards and Other Interests**

* Sept 2019, **Place on “ones to watch list” for Aspiring Solicitors**: for being identified as “one with a great deal of potential”.
* Nov 2016, **CREST Gold Award:** for contributing something new to science during research at the Royal Institution of Great Britain.
* April 2013, **Winner of the Royal College of Science Union Science Writing Competition:** for demonstrating ability to communicate complex concepts on the future of pharmacological research in an engaging manner.

**Sports/Music:** Member ofX Football Team and trained 6 hours every week for weekly matches. Member of Church choir and we practise for weekly performances 3 hours a week

**Languages:** English (Native)

**REFERENCES AVAILABLE UPON REQUEST.**

