

Charlotte Broadhead

I am hard working, friendly, and loyal. As well as being a quick and enthusiastic learner I enjoy talking to people and helping them. I have a passion for reading and painting, I enjoy culture and like going to galleries, museums and heritage sites.

I want to work a job in which I can enjoy both the work itself and the people around me, being happy to go to work in the morning is the most important thing to me.

I also have an interest in technology. Video games fascinate me and I have built and maintained my own computer for the past four years. Because of this; in the year between leaving my secondary school and going to university I tried my hand at video game design; it wasn't for me but I am never afraid to try something new and take a leap of faith.

Education

Edge Hill University; September 2010 to July 2013

BaHons English Literature; 2:2

University of Cumbria; September 2009 to July 2010

FdA The Art of Games Design

Cleeve School; September 2001 to July 2009

A Levels; English Literature: B, Fine Art: C, Product Design: D.

GCSEs; English: A, Maths: A, R.E.: A, Graphic Art: A, Science: B, Technology: B Fine Art: B, History: C, I.T.: C.

Previous Employment

Capita Life and Insurance – Senior Administrator; September 2013 to October 2013

I was responsible for keeping customer records up to date and applying payments to several books of business through two distinct systems. All of the work that I did was subject to time restrictions and productivity monitoring. I was also involved in some reports using Excel.

Home Fundraising – Fundraiser; September 2012 to October 2012

I developed my customer service skills travelling door to door to raise awareness and funds for Macmillan Cancer Support. I had to be flexible due to the shifting nature of the business, in terms of location and charity.

Edge Hill University – Student Blogger; September 2011 to October 2012

I posted informative blogs that sold the University on a regular basis aimed at prospective students. In particular I was responsible for informing prospective student's about literature; however I was encouraged to talk about any aspect of student life, most notably the social side of university.

Drucker's Patisserie – Catering Assistant; June 2010 to September 2010

I was responsible for keeping the kitchen, back rooms and customer area tidy and hygienic. Further responsibilities included fetching stock and keeping the counter supplied. I had to change my priorities based on the needs of both the customer and the staff dealing with customers directly.

Voluntary Experience

Art Gallery – Artist/Attendant; September 2012 to November 2012

For a couple of months I worked with a team of artists who come together make a small gallery. I was involved in promoting the gallery, providing artwork to be shown, supervising the exhibit and taking sales. A sizeable amount of sales went to Macmillan cancer support, some paid for the venue, and some went to the artist to cover their materials and the money they had put in to make the gallery happen.

Edge Hill Circus Society and Game Dev North – Designer; June 2012 to September 2012

I designed a logo and a poster for the Society based on their specifications and then helped them prepare for an event they were attending. With Game Dev North I also designed a logo; but in a more professional setting involving sending mock up ideas and dealing with a committee of clients.

Cheltenham Literature Festival – Volunteer; October 2011/2012

In my first year I helped out with children's events, particularly workshops where I would attend to any children with special requirements. My second year I worked as a team leader; and found myself more often working the bigger venues or the writers room. I did a couple of days supervising school visits and helped with sponsorship.

WoW Cakes – Designer and Sales Assistant; 2004 to 2009

For several years I assisted in sales at Wedding Fayres with WoW Cakes. I learnt how to read people and whether to try and engage them myself or give them design books to look through and tell a senior member that they were waiting. Later on I designed the logo and a few cakes.