

Sarah Palmer

I am happy for this CV to be held on record, or passed on to other interested parties in accordance with GDPR regulations

+44 7804 895 207

sarahpalmer612@outlook.com

8 Chestnut Grove, Penkridge,
ST19 5LX

Education

September 2020 - July 2023

Cardiff University
Media and Communications,
BA 1st Class with Honours

September 2013 - July 2020

Blessed William Howard High School
A-levels: History: A, Chemistry: B, Biology: B
GCSEs: 9 x 9-6s incl. Maths: 8, English: 6

Additional Qualifications

British Sign Language: Level 2
First Aid Trained
Driving License (clean over aged 21)
Piano: Grade 8
Trombone: Grade 6

References on request

Skills

Communication and Adaptability:

- Proficient in concise reports, presentations, and discussions.
- Confidently presents research findings, adept at addressing gaps.
- Adapts to diverse situations, offering audience-appropriate explanations.
- Advanced BSL (Level 2) reinforces understanding for clarity in communication.

Organisation, Collaboration, and Teamwork:

- Successfully managed logistical roles in Cardiff University Touch Rugby and Brass Band committees.
- Mediated disputes, fostering collaboration and teamwork in emotionally charged situations.
- Coordinated events with outside organisations and groups
- Volunteer with Hosanna House and Children's Pilgrimage Trust as a helper and filling out forms, passports applications, and grants
- Demonstrated effective project management in group work, ensuring high-quality task completion.

Technical Proficiency:

- Adept at using and integrating Office 365 applications, Canva and using statistical analysis software SPSS

Time Management:

- Balanced committee roles, degree, and volunteering, showcasing strong time management skills.

Leadership and Initiative:

- Ensured success of a school children's "Festival" event in the North-East, with the sudden death of a leader by taking on responsibilities outside of my volunteering role showcasing adaptability and leadership.

Experiences

October 2023 - Present: Teaching Assistant (Special Educational Needs - SEN)

- Provided insight into diverse pupil needs and the positive impact of visual resources. This firsthand experience aligns with the inclusive and diverse nature of TV production, emphasising adaptability and understanding.

September 2021 - July 2023: Cardiff University Touch Rugby - Social Media Secretary

- Successfully grew Instagram followers from 330 to 1.1k, showcasing audience engagement skills.
- Created diverse social media content, including videos and reels, demonstrating creativity.
- Collaborated on matches, tournaments, and with sponsors like RedBull, highlighting strong logistical and planning abilities.

September 2021 - July 2023: Cardiff University Brass Band - Band Manager

- Coordinated event participation, including pricing negotiations, showcasing organisational and negotiation skills adaptable to different environments.
- Communicated with band members for availability, emphasising effective coordination and communication.
- Created social media posts for events, showcasing communication and promotional skills.
- Ensured proper instrument packing for tours, highlighting attention to detail and logistical expertise.

September 2019 - July 2020: Deputy Head Girl

- Role included being in charge of organising a "community party" for local residents, sorting out entertainment, refreshments and games.
- Liaising with the leadership team on how to improve things and forward concerns other students had.

July 2015 - December 2018: Kaleidoscope Theatre - Backstage Manager and Performer

- Coordinated backstage activities during performances for this integrated theatre, demonstrating organisational skills and inclusivity.
- Performed at the Edinburgh Festival (2017), adding a notable live performance aspect to experience.
- Ensured post-performance organisation, highlighting meticulous attention to detail.