**ELIZABETH PAGE**

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## **PERSONAL PROFILE**

NOTE: Profile summarises how candidate’s career aims align with the job she is applying for.

Having recently gained a Psychology degree with the Open University, I am now seeking a challenging and fulfilling post helping disadvantaged young people. Having studied alongside full-time work, I have a proven willingness to learn and an excellent work ethic. My enthusiasm, energy and adaptability has allowed me to work successfully with young people and build good working relationships. I particularly enjoy helping and motivating others to achieve their potential.

## KEY SKILLS

NOTE: Candidate is able to emphasise her full range of skills through a skills-based CV. Bullet points are useful as they are more succinct and can be scanned quickly by reader.

**Effective communication skills**

* Currently responsible for helping young people with their physical needs and supporting them in coming to terms with their specific difficulties.
* Excellent verbal communication skills and a sensitive but assertive approach to addressing young people’s issues.
* Responsible for ensuring support sessions are not only fun but include learning development.

**Good time-management and planning skills**

* My effective time-management skills enabled me to study successfully for my degree while working full time and running a busy home.
* My excellent time management and organisational skills ensured that module assignments were completed on time and that I could attend residential schools without compromising family needs.

**Excellent organisational skills**

* Responsible for coordinating and organising outings and activities at The Silken Umbrella Children’s Home.
* Negotiating and liaising with staff and external organisations.
* Supervision and management of volunteers at the New Horizon Project.

## EDUCATIONAL QUALIFICATIONS

**2011–2016 BSc (Hons) Psychology 1st Class Honours The Open University**

Courses included

* Child development (Distinction)
* Working with young people
* Social psychology (Distinction)

**1991-1995 7 Standard Grades including English High School Edinburgh**

 **and Maths**

## CAREER HISTORY

NOTE: Provides evidence of working with children and young people in a variety of contexts – both through paid employment and voluntary work.

**2005 - Care Assistant The Silken Umbrella Children’s Home**

**Present** Helping teenagers with additional needs in a residential children’s home

**1999-2005 Career break – raising a family**

NOTE: Although candidate specifies the reason for her career break, by using a skills-based CV she highlights her skills and downplays any gaps in career history.

**1997-1999 Nursing Auxiliary The Hospital for Sick Children, Edinburgh**

 Assisting nurses to feed, wash and dress patients, making beds, serving

 meals to patients.

## VOLUNTARY WORK

**2009 - Volunteer Support Worker New Horizon Project, Edinburgh**

**Present** Providing information to people in the 16-25 age range on specialist services (e.g. drugs and housing)

 Liaising with local organisations in order to maintain up-to-date information

**2006-2008 Volunteer The Prince’s Trust**

 Supporting weekly leisure activitiesand organising a large-scale residential sports event for young people in care or at risk of offending.

## ADDITIONAL INFORMATION

* Computer literate, knowledge of Windows 10, Microsoft Office and IT databases
* Internal training as part of Care Assistant role in welfare and benefits system and basic drug awareness
* Current DBS
* Extensive knowledge of and interest in sport
* Clean driving licence and valid minibus certificate