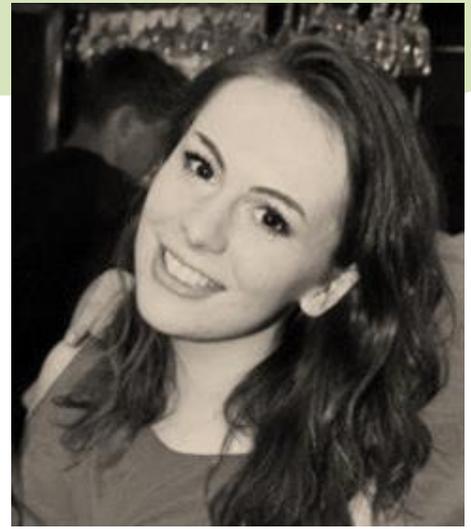


CURRICULUM VITAE

Poppy-May Jakes



Personal Details

Date of Birth: 27th April 1995
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Personal Statement

An adaptable and disciplined individual with 2 years' experience of dealing in customer relations through voluntary work at local Vivacity heritage sites (Longthorpe Tower, Flag Fen and Peterborough Museum) and experience in the customer service sector by completing work at a bar and nightclub whom has recently completed time in sixth form. After working behind a bar, I have learnt how to delicately encourage people to increase the size of their orders so that I am able to reach specified company targets, which I feel is a very important accomplishment.

Through my volunteering, I have been trained in the operation of the Clarity Till System as well as learning many other key qualities such as independent decision making under pressure. This position also allowed me to discover different aspects of my personal skill set that I had previously not recognised, such as an ability to learn, retain and recite large amounts of information - a necessary skill needed at Longthorpe Tower when explaining the history of the tower as well as interpreting the meaning and significance of the paintings.

During my time at a previous school, I had the privilege of being a house prefect, where I developed my ability to be confident around new people, express my ideas for events and improvements in addition to taking on a role as a leader to some, whilst working within a larger team network of other prefects. I am strongly looking forward to entering the working world as I thoroughly enjoy the sense of purpose it brings along with tackling challenges that may arise.

Education and Qualification

Senior School: Deacons' School/Thomas Deacon Academy, Peterborough
Dates attended: 2006 - 2011
GCSEs obtained:

English Language – B (2011)	Chemistry – B (2011)	Citizenship Studies – A (2011)
English Literature – B (2011)	Physics – C (2011)	Graphic Products – B (2011)
Mathematics – B (2011)	History – B (2011)	Media Studies – C (2011)
Biology – A (2011)	Religious Education – B (2010)	Drama BTEC 1st certificate - Distinction (2011)

Sixth form: Thomas Deacon Academy, Peterborough 2012-2013
Dates Attended: 2012 - 2013
AS Levels studied: Biology, Chemistry, History and Philosophy (awaiting results)

Work Experience

Job title: **Bar staff**
Name of organisation: **Stonegate Pub Company**
Location: Edwards/Flares/Red Room, Broadway, Peterborough, PE1 1RS

Main skills and achievements:

Through working at Edwards I have been afforded the chance to really develop my people skills and have learnt how to treat a wide range of customers with very different personalities. I have had to exercise my ability to learn large amounts of information within a short amount of time by learning things such as how to make cocktails and use an extensive complex till system. I feel that my greatest achievement while working at Edwards has been gaining the confidence but also the delicate touch of being able to encourage people to increase their what their ordering resulting in higher takings for the company, which makes me feel incredibly proud of myself when I feel as though I making a sizeable contribution to the company.

Job title: **Volunteer Steward**

Name of organisation: **Vivacity - Peterborough Culture and Leisure**

Location: Longthorpe Tower, Peterborough

Main skills and achievements:

As a volunteer at this local heritage site, the tasks I undertake include taking admissions and selling gift shop items using the Clarity Till System in which I have been trained to operate. I felt that this position gave me a taste of what working in retail could potentially be like. Another one of my duties at the Tower is acting as a tour guide - explaining the detailed interpretations of the paintings and history of the tower, by doing this I have had to memorise a large amount of information on the tower and recite back to the visitors. One of the main difficulties faced with this task is making the extensive amount of knowledge interesting and engaging to the visitors. I feel that this has now become one of my greatest talents through my love History making the task enjoyable. It has also afforded me the privilege of volunteering at special events at other local Heritage sites – such as Flag Fen and Peterborough Museum, where I typically help in children’s crafts. My position at Longthorpe Tower has developed my skills of interacting with the public and added to my skill at public speaking.

Dates active: March 2012 - Present

Job title: **Volunteer Farmhand**

Name of Organisation: **New Ark Play – Adventure Playground, City Farm and Eco Centre**

Location: Hill Close, Peterborough

Main skills and achievements:

Duties included interacting with the children who visited the farm and having them aid me in general farm tasks such as cleaning small animal cages, collecting eggs, feeding numerous farm animals and cleaning outdoor enclosures. I thoroughly enjoyed my time working on the farm here, as I have a very deep rooted love of animals and enjoy the task of hard work.

Dates active: November 2010 – May 2011

Interests and Hobbies

- Horse Riding

As a very active individual, I enjoy horse riding which is a hobby I have partaken in for over 12 years now. As well as strongly delighting in this activity, it has also allowed me to develop numerous skills, including a devout sense of commitment, the ability to make quick skilled choices and the ability to work in harmonious leadership within difficult partnerships. This furthered my love of horses and I occasionally act as a groom for friends who attend riding competitions.

- Fashion

One of my great passions in life is fashion. I am notorious amongst my friends for being significantly ahead of trends before they reach the mainstream of the public, this is something I greatly pride myself on. I enjoy nothing more than spending my time reading fashion magazines then cutting out different items of clothing and pairing them together before choosing what to purchase. Fashion and retail play a very prominent role in my life.

- Traveling

I truly relish being in new situations and traveling often affords me this. I strongly believe in the idea of “carpe diem” which is why I push myself to move out of my comfort zone and enter somewhere new with new experiences and cultures. I feel as if I’ve already done some extraordinary things in my life because of this.