

Grace Loughrey

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Graduate Student | University of Manchester | First Class Honours (Neuroscience)

ABOUT

My five years of experience as a Senior Sales/Team Leader in a large department store has enabled me to work in a position of authority. However, for the past three years I have worked in a part time position while completing my studies, at the popular restaurant chain Nando's. This has enabled me to work to strict time constraints and as a team player within a large team of people. I am an outgoing person with excellent communication skills due to many years of experience in Drama and Theatre Studying Expressive Arts at GCSE and A Level has helped me to present myself with confidence and work within a team to achieve goals. I am currently looking for work in new areas of employment, in order to gain more work experience and broaden my horizons. I have recently completed freelancing work for the BBC in the art department of series five of the popular children's TV show 'Class Dismissed'. I thoroughly enjoyed this opportunity and now aim to gain more experience in TV/Media. I have held a full UK driving license for the past four years and have experience in driving a company pool car. I relish the opportunity to learn new skills and put my all into everything I endeavor to complete.

EDUCATION

2006-2013: Loreto Grammar School for Girls Altrincham

A Level: Drama & Theatre Studies (A*), Biology (A), Chemistry (C), Mathematics AS Level (B)

GCSE: Biology (A*), Chemistry (A*), Physics (A*), Expressive Arts (A*), Food Technology (A*), Mathematics (A), English Language (A), Religious Studies (A), English Literature (B), German (B), I.C.T. (B)

2015-2019: The University of Manchester

First Class Degree in BSc (Hons) Neuroscience

WORK EXPERIENCE

September 2011-2016: Team Leader/ Senior Sales at Dunelm Soft Furnishings Ltd

Responsibilities and Achievements:

- Managing and training a team of people on a daily basis.
- Interacting with a diverse customer base and advise customers with reference to their individual requirements.

- Responsible for processing cash and card payments and maintaining security within the store.
- Ordering custom made products to within a customer's requirements.
- Duty Manager trained: Cashing up, banking processes and the handling of confidential paperwork.

December 2016-2019: Waitress and Coordinator at Nando's Ltd

Responsibilities and Achievements:

- Working to health and safety standards whilst preparing food for consumption.
- Responsible for full close down operations within the store on a nightly basis, ensuring the restaurant was cleaned to a proper standard.
- Handling of customer complaints and concerns.
- Multi-tasking and working within a team to ensure each individual customer's requirements were met and under strict time limitations.

June 2018- September 2018: Administration/ Receptionist for Forest Recruitment

Responsibilities and Achievements:

- Constructing letters and emails to both customers and employees of the company itself.
- Answering telephone calls and connecting with various employees on a daily basis.
- Handling and filling of important documentation to a strict protocol.

June 2018- September 2018: Art Department (Petty Cash Buyer) for CBBC- Class Dismissed Series 5.

Responsibilities and Achievements:

- Analysing script for action props.
- Liaising with Art Director/Production Buyer on set build requirements.
- Responsibility for the art department Pool car.
- Management of cash and credit card for prop buying.
- Assisting in dressing and decorating individual school sets.

RESPONSIBILITIES AND ACHIEVEMENTS

Volunteer for Salford Diocese in July 2012:

I travelled to Lourdes as a volunteer; whilst there I was responsible for the care and wellbeing of many sick and disadvantaged people of all ages. I was entrusted with the responsibility of ensuring the patients comfort and relied upon the use of interpersonal skills to form relationships of trust.

Supplying celebratory cakes and cupcakes for events:

I am quite a skilled baker and have produced cakes and cupcakes in bulk for functions and events. Through this I have gained experience working with food and to health and safety standards. This has enabled me to

work under pressure and to within strict time limits. The last function I provided for was a wedding, in which I produced 120 cupcakes.

School/ Club Achievements:

During my time studying at Loreto Grammar School for Girls, I was appointed the role of Drama Representative for the school. I also played the main role in many school productions such as *'Maggie'* in a performance of *'The Gut Girls'* by Sarah Daniels and *'Smee'* in the popular musical production *'Peter Pan'*.