

Hayley Logan

Address: 85 Longroyd Place, Beeston, Leeds, LS11 5HD

Phone: 07729619150 **Email:** logiehe@yahoo.co.uk

Personal Profile:

I have always wanted to work within the media industry, this was the reason for me studying this at university, but has never had the opportunity to do so since I graduated in 2008. I am now a mum to 2 young children and since having my youngest child I am wanting more from my life and I am wanting a career in an industry I am passionate about and that will allow me to grow and develop, one that will give me job satisfaction and be somewhere that I will still want to be working in in 20 years time. I love a challenge and I'm not afraid to learn new skills, start at the bottom and work my way up. I am a hard worker, work well under pressure and can multitask. I feel that the time is now right to work in the industry that I truly want to work in and have always wanted to pursue and that has always been my one true passion. I have a full driving licence and I am over the age of 25.

Qualifications:

Certificate of Higher Education for Assistant Practitioners – University of Leeds: Sept 2014 - Sept 2015

Level 2 Diploma in Clinical Healthcare Support (formally NVQ level 2):
March – September 2011

2:2 Bachelor of Arts with Honours in Media Studies - University of Liverpool: September 2005- July 2008
Modules included: Marketing, Advertising, News and Public Relations, Print Based Journalism, Radio Production and Media Theory.

Work Experience:

ITV – EMMERDALE - Locations Department (Sept 2022) – location marshal

Employment History:

Healthcare Assistant: Garforth Medical Centre

February 2021 -present

Duties include:

- Undertaking annual health checks on patients -blood pressure, pulse, weight, blood tests, ECGs
- Dressing different types of wounds, cleaning wounds
- Assisting in minor surgery procedures,
- Stock take, processing and testing specimens brought in by patients
- Keeping the surgery clean and tidy
- Administer vaccines as required
- Referring patients where appropriate to other services/providers to assist with health and wellbeing.

NHS Assistant Practitioner (A&E Department -Leeds General infirmary) Leeds Teaching Hospitals NHS Trust

September 2015 – January 2021.

Duties include:

- Working in a very busy, fast paced, highly pressurised environment
- Using own initiative and problem solving
- Maintaining patient confidentiality
- Often having to complete multiple tasks at the same time
- Being flexible and adaptable to move around the department and assist other colleagues as needs arise
- Providing personal patient care and undertaking various clinical procedures
- Administrative duties, including report writing, photocopying and filing, talking on the telephone to everyone from the police and social services to members of the public.
- Accurate data inputting and recording
- Effectively communicating with patients, relatives and other colleagues all around the hospital
- Organising and implementing my own patients care.
- Running clinics, collecting notes and providing treatments requested by the doctors
- Dealing with difficult circumstances and situations daily including caring for dying or deceased patients and bereaved relatives
- Training and supervising other colleagues with various clinical skills.

NHS Trainee Assistant Practitioner – Leeds Teaching Hospitals NHS Trust/University of Leeds

September 2014 – September 2015 (1 year university course and work placement programme)

NHS Clinical Support Worker Leeds Teaching Hospitals NHS Trust (A&E Department)*September 2011 – August 2014*

NHS Apprentice Clinical Support Worker (Apprenticeship) *November 2010 – September 2011*

English Teacher – Hunan Institute of Engineering, Xiangtan, China. *February 2010 – August 2010*

Customer Service Assistant : Matalan (Christmas temp staff) *October 2009 - January 2010, HSBC Bank Plc – Cashier - January 2005 – June 2009, The Disney Store (Christmas temp staff) - October 2004 – January 2005*

Interests:

Girlguiding Unit Leader (voluntary position) - January 2004 - Present

This is a voluntary position which I undertake weekly and caters for girls aged between 5 and 14. It is a position I have held for the last 18 years although I have been a member of Girlguiding since the age of 7.

I have been the Leader in Charge of my local Rainbow Unit since 2014 and I am also an assistant leader at both my Brownie and Guide unit.

I run and manage my unit on a weekly basis and, with the rest of my leadership team, plan our programme of activities, source all resources needed and deliver the sessions in a fun and enjoyable way.

As Leader in Charge, I am also responsible for the units admin including managing the waiting list, arranging meetings for new girls, contacting new parents, recruiting new members and updating each girls record on a weekly basis as well as doing the annual unit accounts.

I also have had to undertake a variety of different training courses on a regular basis such as First Response and Safeguarding.

I have completed my adult leadership qualification which allows me to run the unit. I have also completed my International Holiday licence so I can take the girls away on international trips and I also hold my Going Away With (residential holiday) licence to be able to take girls away on sleepovers and residential holidays within the UK.

I have completed this all as a volunteer, in my own time whilst running the unit, working full time and being a mum to 2 young children.

REFERENCES

References available on request