

Connor Evans

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Personal Statement:

Current MA Film and TV student, available Wednesday-Thursday. Responsible, driven and adaptable. Computer literate, with experience working mostly with Microsoft applications. I make a consistent and conscious effort to further improve the experiences of others because having a job that I feel helps people is extremely important to me.

Academic History:

2014 - 2018 | BA (Hons) Writing and English Literature [1:1] | Anglia Ruskin University
4 A-Levels and 8 GCSEs at Grade C or above including Mathematics.

Employment History:

December 2025 - Present | Food and Beverage Assistant | The Falmouth Hotel

Primarily working behind the bar to deliver barista and bartending services to guests and customers. *2 week notice period.*

March 2025 - September 2025 | International Admissions | University of Wolverhampton

Office-based, semi-remote, covering many of my previous responsibilities from my previous Admissions role. Also dealt with the processing of CAS documents, a crucial element to ensuring the arrival of international students to the university.

Feb/March 2025 | FOH | The Chase Gate, Greene King

As I was waiting to begin my role with the University of Wolverhampton, I began to take on shifts at The Chase Gate. Dusting off my hospitality skills for the first time in a few years - picking up new till systems and company changes with minimal training. Working busy shifts juggling bar and floor work.

April 2022 - Dec 2024 | Admissions Administrator | University of Hull

As a postgraduate specialist, I worked with applications received for taught and research masters. I was also expected to cross-over into work with our Hull Online, partnerships and undergraduate teams. The role was front-line in terms of customer service, helping applicants with queries from the pre-application stage to the enrollment process and beyond. I also helped to provide support to other teams such as finance, registry, academic services and lecturers at the university. This support was delivered via email, phone calls, and in-person. I processed applications using our SITS computer system and kept on top of ongoing processes and complex applications. Communication is essential as other members of the team might also deal with the same application. During my time in this role, I was also able to take part in process fix workshops and developed work practices to help the team work more effectively, all to create an applicant-first service that delivers a positive experience for all involved.

Oct 2021 – April 2022 | SEN Transport Coordinator (Maternity Cover) | HCC

Working in a two-person team to ensure the safest and most efficient transport of Hull's special educational needs and disabled children from home to school and back. Communication was highly important so that both myself and my colleague could work independently towards the same goals. This was a hybrid working role, with one day in the office per week. Responsibilities included coordinating with social workers, drivers, schools, and parents, often acting as a bridge between two or more of these groups to pass on important and confidential information. I was also a key part of weekly panel

discussions within the Children's, Young People and Family Services team, making decisions regarding individual children's transport and safety.

April 2021 – Oct 2021 | Business Administrator | Hull City Council (HCC)

Six month temporary contract. This role covered general admin duties such as scheduling meetings, taking minutes and answering phones, which was provided to the entirety of the Corporate Transformation Team, all of whom worked on individual projects to individual deadlines.

Feb 2018 – Oct 2020 | Trainee Team Leader | The Sunbeam, Wolverhampton

(FOH from Feb 2018 - Jan 2020) I was asked to begin training as a Team Leader in January 2020, showing the trust the management team had in me and affirming the strong working relationships I was able to forge. My priorities expanded to include; full end-of-day close downs, which meant dealing with large sums of money, stock-taking and data entry via Zonal Retail Data Systems. I also continued delivering exceptional customer service, behind the bar and on the floor.

May 2016 – June 2017 | Front of House | The Royal Standard Pub, Cambridge

Working in this small, independent business environment while also achieving my first class degree was very challenging but is a clear indication of how I am able to balance and prioritise tasks while still delivering great work.

June - Oct 2016 | Customer Service Assistant | Sainsbury's Cafe, Cambridge

Although I only worked at Sainsbury's for a few months, leaving in order to pursue full time employment at the above job, I learned many skills that have stuck with me on my journey of employment including; invaluable customer service experience, adaptability within a job role (as I was often switching between different roles through a shift from barista, to till work, to waiting tables, to cleaning and assisting the kitchen team) and professional manner.

References are available on request.