

JOHN SAMPLE

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EDUCATION

2016 – 2020 MA (Hons) Politics & International Relations, University of Aberdeen (Expected 2:1)

Courses include: International Security, Political Parties in the U.S., Human Rights, Stability and Change in Foreign Policy, Political Communication.

Dissertation: "An analysis of how the media can influence the protection of human rights".

2011 – 2016 St John's Grammar, Glasgow

Highers: English (B), Modern Studies (B), Maths (B), Music (B), Geography (C)

Standard Grades: 7 at Credit Level including Maths, English and French

WORK EXPERIENCE

Summer 2021 Online Summer Internship, Orange County (CA) Democratic Party

- Working as part of California's largest international team, via Zoom and other online platforms, synchronously with Pacific Standard Time hours which required meticulous time management on my behalf.
- Producing promotional and informative content for their online and social media presence, including video-campaigns, digital leaflets and sign-me.com invitations.
- Hosting online focus groups for prospective young voters in the constituency, addressing location-specific concerns and answering questions about the party. Focus groups consisted of approximately 10 people.

Sept 2020 – March 2021 Office Assistant, Constituency Office, Glasgow

- Frequently communicating with constituents' enquiries in person, via email and by phone.
- Liaising with travel firms and Westminster to organise travel arrangements.
- Assisting the constituency team with research, compiling reports and minutes.
- Working in line with COVID-19 safety rules, maintaining flexibility and keeping updated on the latest regulations both nation-wide and within the company.

Jan 2018 – May 2019 Bar Assistant, Revolution Bar & Restaurant, Glasgow

- Frequently communicated with customers and served drinks in a busy environment.
- Prepared cocktails for customers in line with the company's high standards.
- Ensured stock was rotated and replenished efficiently and in line with company policy.

POSITIONS OF RESPONSIBILITY

Winter 2019 – 2020 Campaigns Officer, Aberdeen University Political Society

During my mandate as campaigns officer, I was trusted with:

- Campaign design and leafleting, both for in-person venues and online events.
- Working in a fast-paced environment, placing calls, and contacting a variety of third parties during the busy period of the general election campaign.
- Delivering high-standard results, both as an individual member of the committee and as part of a wider team of driven, motivated individuals.

Winter 2018 – 2019 Secretary, Politics & IR Society

- I have been involved in the Politics & IR Society since starting University. During 2018-2019 I acted as the Committee Secretary. This involved coordinating committee meetings, communicating with Society members regarding Society updates, taking minutes and responding to letter and email queries.

WORK RELATED SKILLS

Communication: Excellent communication skills were essential within my role as Campaigns Officer. My confidence in conveying information effectively was increased through communicating with a variety of people, including colleagues, students, and external parties on a regular basis. Written communication skills have been enhanced through writing articles for the Socialist Student Newspaper and other publications. This has also been demonstrated working in the Constituency Office dealing with enquiries via email and writing press releases.

Teamwork: I enhanced my teamwork skills throughout my involvement in the Orange County international team, working with 15+ people across the world at different time and pace, yet ensuring the collective projects were handed in at high quality standards and on time. Moreover, my passion to work within a team has been developed in my role as bar staff, where working as a team ensured activities ran successfully and the customers were satisfied.

Flexibility and Accuracy: I have developed flexibility and accuracy throughout my mandate in the Constituency Office, keeping up with COVID-19 changes and regulations and adapting to planned activities changing accordingly in a timely manner. I developed attention to detail and keenness for precision while my daily and weekly work was dependent on the changing circumstances. I also developed an awareness of how national and international rules affect office environments.

Organisation: Excellent organisation is vital when working remotely, and I have mastered the key to setting my own routines and to keep self-motivation up while working from home for the past two years. Organisation has also been enhanced through my role as Campaigns Officer and in writing articles for the Socialist Student and other publications, when print deadlines had to be met.

IT and Digital Skills: I gained excellent IT skills throughout University and within my current position as a Constituency Office Assistant. I am a confident user of Word, Excel, PowerPoint and Outlook as well as the Internet. I am proficient in the use of graphic and video-making packages such as Photoshop, Canva and VideoScribe, as a result of my remote summer internship with the Democratic Party of Orange County.

INTERESTS & ACHIEVEMENTS

Socialist Student Newspaper: I enjoy writing and have published several articles as an independent contributor to the Socialist Student newspaper on foreign policy and US political history. While in university, I have also worked as a reviewer for student events such as the Student Show and Torch Parade.

Sailing: I have been a keen sailor since school I am now a qualified sailing instructor. This was utilised during my time working at a summer camp in America. I sail most weekends with the University Sailing Club and enjoy competing in regattas. As the current Commodore (captain), I am working towards University of Aberdeen STAR Award (Students Taking Active Roles). This has so far helped me to understand my strengths and weaknesses, set skills development goals for the coming year and reflect on the skills I am utilising and developing through my role. I will submit a portfolio of evidence, a reflective log and attend an interview to demonstrate my understanding of the skills and attributes I have developed throughout the year.

REFERENCES

Available on request.