

Katherine James

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PROFILE

- Final year Social Anthropology student at Brunel University, on track to achieve 2:1
- Seven months' volunteering experience working on high profile Human Rights Campaigns to include four months' fundraising specific experience in a small team
- Excellent communication and team working skills developed through four years' customer service experience in busy retail environment

EDUCATION

2015 – 2018

Brunel University London

BA (Hons) Social Anthropology (**Expected grade 2.1**)

Modules include:

Dimensions of cultural difference; kinship and new directions in anthropology; qualitative research methods in human science; language and the media

2007 - 2014

Heathfield Community School and College, Uxbridge

3 A-Levels: History (**B**), Sociology (**B**), Politics (C)

7 GCSEs: Grades A-C (including English and Maths)

VOLUNTEERING

Jun – Sept 2016

Volunteer worker

Human Rights Abroad

- Contributed to national fund raising campaign for a small, dynamic NGO
- Organising fund raising events
- Researching new and existing fund raising sources
- Developing a catalogue system so that information could be accurately archived
- Updating database of donors using Microsoft Office Access software
- Regularly communicating progress externally to members and internally to the organisation's executive
- Providing the fundraising co-ordinator with all aspects of administration support

Jul – Sept 2015

Volunteer Campaign Worker

Amnesty International

- Supporting the work of the activist team for a high profile international human rights organisation
- Answering enquiries by letter, telephone and email and referring on to appropriate sources of information and advice
- Liaising with Student Societies at Universities and responding to requests for information and resources
- Delivered a presentation to a university campaigning group on the process and protocol of setting up a campaign
- Maintaining activist information using a dedicated database
- Assisting with mailings to activist groups

EMPLOYMENT

Sept 2014 – present Sales Assistant Various retail companies

- Weekend and vacation jobs with companies including Lush, Waitrose and Boots
- Listening and responding to customer needs by identifying products appropriate to their requirements
- Meeting weekly sales targets and contributing to overall store performance
- Handling large sums of cash and credit transactions
- Working under pressure on a busy check out while maintaining excellent levels of customer service

Jul – Dec 2013 Bar Staff Kings Arms Pub, Uxbridge

- Worked in busy town centre pub while saving for gap year travel (Jan-June 2015)
- Working behind bar serving customers and handling cash and credit card transactions
- Taking bookings for private parties and assisting with catering for private functions
- Liaising with suppliers and brewery staff regarding deliveries

SKILLS PROFILE

Interpersonal

- Working with colleagues at different organisational levels at Human Rights Abroad required excellent communication skills as well as the need to be sensitive and diplomatic to differing beliefs, perspectives and priorities.
- Volunteer work has strengthened my research and report writing ability and enabled me to apply the knowledge and skills gained from my degree studies.
- Gap-year travels developed my confidence in relating to people from diverse cultural groups which has been enhanced further whilst at university.

Administration & Computing

- Confident user of MS Offices packages including Word, Excel, PowerPoint and Access
- Achieved ECDL Computer Driving Licence qualification while at Brunel
- Organised and logical approach to administrative procedures and tasks
- Responsible for smooth running of the office whilst at Human Rights Abroad

Organisation

- An active member of Brunel University's Amnesty International Society who contributed to a variety of campaigning events including fund raising evenings and organising a programme of visiting speakers in liaison with the national office.
- Took a gap year before starting university during which time independently planned a three month trip to India and Sri Lanka which included eight weeks conservation work on an environmental project.

INTERESTS

- Experimental cooking for friends, independent travel and world current affairs
- An active member of Amnesty International (Brunel University Society) and a campaigner for 'Victims of Torture'