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| PERSONAL STATEMENT |

A hard working, punctual and reliable team-player, with a willingness to learn new skills and face new challenges. I am organized, methodical and have a keen eye for detail.

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| EDUCATION |

**University College London**

**2017 – Present**

MA Translation Studies

**King’s College London**

**2013-2017**

BA French and History, First Class Honours with Distinction in Oral French

**King Edward VI Handsworth Girls, Handsworth, Birmingham**

**2006 - 2013**

A2 Levels:

History - A\*

German - A\*

French - A

General Studies - A

AS Levels:

English Literature - A

Critical Thinking - A

11 GCSEs A\*-A, including English, Maths and Science

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| WORK EXPERIENCE |

**Equality Focus Ltd**

**October 2017 – Present**

**Notetaker and Practical Support Assistant**

As a notetaker and practical support assistant I work closely with university students of ranging abilities in order to support them in their studies. I see this work as a big responsibility, demanding commitment, sensitivity and a passion to help others achieve academic success.

**ROTA (Hospitality Agency)**

**June 2017 – Present**

**Waitress**

Working as part of an agency requires me to be flexible and adaptable, as I am always working in different places and with different people. This has also helped me to develop my communication skills and my ability to work as part of a team. As a waitress, I am expected to be professional in terms of manners and appearance, as well as both punctual and reliable.

**Lycée Professionnel Jean Mermoz and Collège Emile Maupas, Vire, France**

**October 2015 – April 2016**

**English Language Assistant**

As part of my course at university I spent seven months in France as an English Language Assistant in two schools, with pupils aged from 11 to 21. This was a challenging experience which required me to successfully adapt to different surroundings and to independently deal with difficult situations, such as disruptive pupils and linguistic barriers. As a result of this time working in a different country my confidence has improved, along with my ability to use my own initiative and my willingness to face new challenges.

**Boston Tea Party, Harborne**

**July-September 2014**

**Front of House**

I spent my summer working part time as a member of the front of house team at the café Boston Tea Party. During these few months I learnt how to work under pressure and how to build successful working relationships. I was regularly in contact with customers which required good communication skills and the ability to consistently maintain a friendly, welcoming manner.

**Le Printemps, Bordeaux, France**

**July 2012**

**Waitress**

I spent a week as a waitress in France in order to gain some work experience. Throughout this week I acquired important communication skills, having to overcome a language barrier whilst adapting quickly to new surroundings.

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| HOBBIES AND INTERESTS |

I enjoy playing the violin and the piano in my spare time, along with reading and baking. I also like to keep fit by regularly doing Pilates and yoga workouts. Other interests include babysitting and working with children, which I have voluntarily done at Sunday school and summer camps.

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| REFERENCES |

References are available on request.