

Example non-academic CV for a role in HE

PATRICIA MURPHY

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Career Objective

Experienced Higher Education professional seeking an opportunity to contribute to an active and expanding Widening Participation Team in order to broaden the horizons of young people through education.

Relevant Experience

- 03/19 – present **Events Co-ordinator, Careers Centre, University of There**
- Responsible for organising campus-wide events for a range of employment sectors
 - Liaising with University staff, alumni and employers to design/schedule events
 - Generating appropriate marketing and publicity materials
- 09/17 – 12/18 **Administrative Staff, Academic Office, University of There**
- Dealing with enquiries from students, parents and prospective applicants
 - Liaising with student support services, including residential life, disability services, mental health and counselling
- 09/12 – 06/18 **Residential Staff, Residential Life, University of There**
- Responsible for supervising a residential block of 150 undergraduates, providing welfare support, overnight supervision and disciplinary decisions
 - Facilitating student access to University and Students' Union support services, and assisting students with particular support / welfare needs
 - Working with residential staff to organise social events for 400+ students from diverse socio-cultural backgrounds
 - Contributing to the University's Staff Development Programme, delivering training sessions for 50+ new staff and mentoring Resident Tutor

Relevant Skills

- Project management**
- Completed PhD in 2019 demonstrating proven ability to conceive, implement and manage a large scale project in accordance with contracted funding body
- Communication**
- Excellent written communication skills gained through production of PhD thesis, development of written teaching resources for various audiences and editorial work
 - Strong verbal communicator and presenter, evidenced through work with students, staff and employers as well as conference presentations
- Initiative**
- Able to work on own initiative, affirmed by successful completion of PhD and ability to reconcile academic workload with the demands of three part-time roles
- Team work**
- Developed strong professional relationships with colleagues in the Academic Office, Careers Centre and Residential Life Team

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Other Experience

- 09/15 – present **Literature Tutor, Department of English, University of There**
- Four years teaching undergraduates, including international / mature students
 - Setting seminar content. Delivery and teaching material to match learning needs
- 01/19 – 07/19 **Editorial Assistant, Women's Writing Book**
- Collaborated with principal editor to prepare manuscript for publication
 - Worked independently to establish stylistic, referencing and formatting consistency
- 07/17-10/17 **Conference Organiser, University of There**
- Organised event promoting the work/interaction of young researchers
 - Secured sponsorship, speakers, publicity and entertainment for the event

Education

- 2014 – 2019 **PhD, English and Caribbean Literature**
Department of English and Comparative Literature Studies, University of There
- Organised event promoting the work/interaction of young researchers
 - Presentations to large audiences at a number of high-profile conferences
 - Secured several publications, including articles in peer-reviewed journals
 - Submitted regular reports to department and award body
 - Secured additional funding for travel and conference participation
 - Completed Postgraduate Teaching Award
- 2013-2014 **MSc Sociology with Sociological Research Methods**
Department of Sociology, University of Elsewhere
- Organised and led course reading group
- 2010-2013 **BA English Literature (First Class)**
Department of English, University of There
- Participated in Community Teaching Project, encouraging and supporting key skills in reading, writing and mathematics at Primary School
- 2010 **A-levels: English, Maths, History and AS Information Technology**

Additional Skills

IT Skills: MS Office (Word, Excel, Powerpoint, Access), Endnote, Targetconnect

Further Interests

- Creative** Theatre, Photography and Creative Writing
- Learning** Actively involved with Lifelong Learning Programmes including Ancient History, Local History and Practical Dressmaking
- Outdoors** Membership Secretary of Pidwick Allotments Association, Overthere Hillwalking and cycling in UK and Europe

Full references available on request