

Example skills-based non-academic CV for a role outside HE

Bella Bradawl

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CAREER AIM

PhD graduate with excellent all-round research and analysis skills from policy work with think tank and lobbying support role with charitable trust. Experience working in a variety of team settings combined with proven ability to deliver results and a passion for social justice. Looking for permanent research or policy role with an emphasis on improving lives.

SKILLS PROFILE

Analytical and critical thinking

- Ongoing research support for think tank, Centre for London, collating large volumes of information and assessing research output relevant to issues facing young people in London; distil key findings each week to produce research digest for meetings with researchers and policy advisers
- Large-scale analysis of under-studied primary source material including Parliamentary Papers and crime statistics for PhD; expert at data handling - defining accurate research questions; finding and evaluating key information sources; recording and extracting data to form complex judgements

Communication

- Adept at conveying complex information and identifying key messages for different audiences and in a range of settings including: research and departmental meetings (think tank and HE); conferences, lectures, workshops and classes (HE, schools, voluntary settings); telephone enquiries (PR and lobbying for charitable trust)
- Advanced written communication skills through: production of PhD and scholarly articles; weekly research digest (think tank); briefings, newsletters, campaign material and press releases (charitable trust); regular social media updates (website, Facebook, Twitter); teaching materials

Building relationships

- Extensive networking within Westminster policy and lobbying community; maintaining contacts with relevant expert practitioners, academics and policy advisers
- Committed member of team of 12 Widening Participation Ambassadors, collaborating and co-delivering workshops in schools to encourage participation in Higher Education
- Consultant to UCL Museums and Collections exhibitions team, working closely with small team to build on existing ideas and contribute expertise to help shape final exhibition

Delivering results

- Contributed to major policy briefing milestone in London and Young People Project, working additional hours to ensure timely and high quality submission of evidence which otherwise would not have been included
- Successfully raised profile of the work of the Webb Memorial Trust by designing and implementing new social media strategy, increasing engagement online by 300%+
- Co-organised successful Student Social History conference on very tight budget, hosting over 120 delegates from UK universities and disseminating papers and proceedings online

IT proficiency

- Advanced Microsoft Office (Word, Powerpoint, Excel)
- Advanced CMS (Ektron, Zope)
- Advanced Social Media (Twitter, Facebook, Instagram)
- Proficient Adobe Design (InDesign, Photoshop, Illustrator)

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RELEVANT WORK EXPERIENCE

Oct 2019 – ongoing **Research Intern (1 day per week), Centre for London**

- Conducting literature reviews to support London and Young People project, collating large volumes of information from external and internal researchers
- Maintaining networks of contacts with relevant practitioners, academics and policy advisers
- Producing research digests in regular briefing newsletter; contributing to research meetings

2016 – ongoing **University Teaching and Administration (PT), Oxford Brookes University**

- Tutor and lecturer on Twentieth-Century History 'Crimes and Misdemeanours' module
- Co-organised and co-chaired Student Social History Conference with over 120 delegates from universities across the UK
- Full participation in Examination Committees and Departmental Research Student Representative

2015 – 2016 **Schools Liaison Ambassador (PT), Oxford Brookes University**

- Enthusiastic ambassador for the Widening Participation in Higher Education agenda, going into schools and colleges to raise the profile of HE in state schools with pupils from low participation neighbourhoods
- Facilitating workshops to present information in accessible, interactive and engaging format

2014-2015 **Communications Assistant (FT), Webb Memorial Trust, London**

- Supporting PR and lobbying activity for a charitable trust focused on the issues of poverty and inequality in the UK
- Liaising with WMT researchers to provide timely responses for requests for information
- Assisting with preparation of newsletters, briefings, campaign material and press releases
- Maintaining and updating WMT website and ensuring social media platforms kept up-to-date

EDUCATION

2015 – 2019 **PhD History, Oxford Brookes University**

Thesis: **Alcohol and the Urban Working-class Family, 1900-1939**

An exploration of the impact of public drinking cultures on family life with a particular emphasis on working-class London.

- Explored the impact of a range of legislation including the Children Act 1908, Children and Young Persons Act 1933 and Public House Regulation across the period
- Reference to primary source materials including a wide range of Parliamentary Papers and Crime and Policing Statistics; extensive use of archives including at the National Archives

Consultant to UCL Museums and Collections Exhibition: Down and Out in London (2017)

2013 – 2014 **MA Urban History, University of Birmingham Distinction**

Dissertation: The English Poor Law in its Urban Context: London, 1901 – 1914

2010 – 2013 **BA (Hons) Modern History, Kings College, London. First Class.**

- Awarded University Scholarship (£2000) for academic excellence, 2011.

PUBLICATIONS AND CONFERENCES

Bella Bradawl, 'Mum's the word: maternal alcoholism and social taboo in Edwardian London', *Journal of Historical Alcoholism and Social Taboo*, vol 34 (2019), 78-98

Paper ('Maternal Alcoholism in Edwardian London'), Social History Society Annual Conference, 2018

INTERESTS

Volunteering Passionate about supporting vulnerable older adults in our community - Befriender and Day Centre Volunteer, Age UK Oxford

Dancing Recreational Salsa and Jazz dancing; teacher of Salsa for Age UK 'Silver Salsa Class'

REFERENCES

* Names, addresses and contact details for 2 referees supplied here