

Melinda Foster

PHONE ++ EMAIL

October 2011 – Ongoing: Receptionist, Generic Hotel

Responsible for helping in ongoing running and maintenance of hotel, handling phone bookings, checking people in, preparing records for accountant. Correspondence with customers by phone and email.

December 2011 – January 2012 - Sales colleague, ‘Anony’s’ electronics store (Seasonal)

Helping customers pick out the perfect product to take home, making them aware of all the various services we provide to help them best enjoy and protect their purchase (set-ups, installations and warranties, essentially).

July 2011 – August 2011: Volunteer teacher, in Bangladesh.

Teaching History classes to 5-8 year olds in Dhaka, Bangladesh.

- Prepared and taught my own classes, increasing their awareness of important historical figures
- Improved material through feedback, with the children thoroughly enjoying the class by the end.

April 2008 – July 2011: Gap-year travelling and then Studying at University

October 2007 – December 2008: Shop Assistant, Video Game Store (Croydon) (Seasonal)

Working till, floor and stockroom. Advising customers on their purchases. Offering add-ons/warranty at till. Cleaning up during and after store hours. Helping cash up at end of day. Organising stock out back.

- Part of Christmas team helping store stay top-10 of Christmas sales within company

July 2007 – July 2009: Promotional Staff, Generic Marketing, Acme Advantage, Anonymous (agencies)

Engaging in various promotional activities and events. Acting as friendly, professional face for company.

Major Campaigns

- Managing ‘Pom Wonderful’ stand at Bluewater, ensuring staff are on time and active. Maintaining steady flow of people to the stand. Ensuring supply of sample product. Managing sales of product and safe-keeping money float.
- Give friendly and favourable impression of ‘Virgin Media’ at London Triathlon by helping competitors with their arrival and drumming up enthusiasm for event.
- Live demonstrations of Guitar Hero 3 to the public in shopping centres during Christmas and Easter seasons (Similar activity with ‘Rock Band’ during Easter, but inviting larger groups/families to try out product)

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Education:

Philosophy BA, 2:1, University of York, 2011 (inc. modules in Logic, Creativity, Ancient Greek Ethics, Naturalistic Ethics, Cognitive Diversity, and Philosophy of Mind)

A-Levels: (English A, History B, Theatre Studies A); **GCSEs:** 7 A-C, (inc. English, Maths, ITC, Science and Astronomy); **Google Analytics Individual Qualification – 90%**

Voluntary:

October 2008 – July 2010, Objectivist Academic Centre: (2 year study extra to regular studies; fees covered by scholarship for academic merit; won £1500 scholarship)

Summer 2010 – Ongoing, intern work with History At Our House: Responsible for developing and implementing new marketing strategies: Facebook, Twitter and a Podcast to increase brand visibility and drive up recognition; installing Google Analytics and interpreting data to measure results.