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| Jodie Grove  07554 741907 | [Jodiecgrove@gmail.com](mailto:Jodiecgrove@gmail.com) |

**PROFILE**

A hardworking, ambitious individual with a ‘whatever it takes’ attitude. A graduate education is complimented with a progressive personality and high levels of ambition. With the ability to achieve tasks alone I am also a great team player and love to meet and work alongside others.

A previous example of my dedication and focus is my determination to contribute to the costs of my degree education. I have retained employment throughout my studies allowing to minimise my student debts. I am now looking to gain employment after graduating from Cardiff Metropolitan University and putting equal focus and passion into my new career. This is helped by the fact that I have a Driving License for commuting and am willing to relocate for the benefit for the position.

**WORK EXPERIENCE**

***FRONT OF HOUSE TEAM MEMBER***

*King Arthur Hotel – Swansea*

*July 2021 – Current Occupation*

*The King Arthur Hotel is a location makes a beautiful place to relax with family and friends on any occasion. From Bar work to Wedding service, learning new skills in a fast-paced environment. To be able to effective work well in this environment, a friendly warm attitude is needed to communicate to both staff and customers. To have happy customers after a day of hard work is fulfilling and often pushes to better oneself.*

***PROCUREMENT & CUSTOMER ASSISTANT***

Atlas AV – Swansea

*June 2019 to June 2021*

An exciting role dealing with both suppliers and end user customers of Atlas AV. My tasks would include ordering, documenting & A fast-paced environment also required interaction with technical staff and senior management. An office-based role also required a calm approach and sometimes crisis management skills. Initially a supporting role, however, rapid progress and focus allowed me to become confident and self-sufficient.

Within the role I have gained experience in the following software packages: Customer Relation Management (Zoho), Microsoft 365 and Adobe Premiere, Adobe Photoshop, Adobe Illustrator, Adobe InDesign.

Additional tasks completed are listed below:

* Researching on potential client information.
* Reporting to Senior Managements on completed tasks.
* Organising purchase order paperwork and traceability.
* Organising business receipts and purchase transactions.

***SALES, MARKETING & SOCIAL MEDIA ASSISTANT***

Atlas AV – Swansea

*March 2017 – May 2019*

An innovative position requiring unique and outside the box thinking. This position allowed me to contribute to the development and deployment of the company’s website and social media approach. The first requirement was to talk to existing staff – often far too busy to speak to me – and understand their achievements. My role was to assess if these stories would be suitable for inclusion within marketing material.

The project spanned many months and ultimately resulted in the publication of the website: <http://www.atlasav.com>. Atlas AV also launched and maintained a presence on Facebook, Twitter, Vimeo & YouTube. I feel my contribution allowed the business to grow and develop new business and this facilitated my move to my new role as detailed above.

***WAITRESS/BAR* ASSISTANT**

The Kings Head Pub - *Swansea*

*2016*

A part time role in a local public house serving the public food and beverage. Due to its location, the customers were often in a very joyous and holiday spirit. I would often have to meet challenges including time pressure, multi-tasking, versatility to all pub related tasks and even some not very pleasant customers. All circumstances benefited from my communication skills and enthusiasm with results.

**SKILLSET & ACHIEVEMENTS**

**SKILLS**

* *High level IT skills on software packages such as Microsoft Office including Word, Excel, PowerPoint on both Windows and Apple Platforms.*
* *Ability to learn quickly and contribute to the tasks required by my employers.*
* *Proven problem-solving and crisis management skills.*
* *Creative ability on tablets and smart phones utalising software apps such as Adobe Scan, Adobe Photoshop Mix, Adobe Capture, Adobe Sketch, ProCreate (digital tablet drawing software).*
* *Ability to communicate in high pressure environments.*
* *Caring approach to Customer service*
* *Physical filing data entry.*
* *Creative Problem-solving.*
* *Has a* personable*, mature nature*

**ACHIEVEMENTS**

* ***Graduation***- Obtaining a Degree in Illustration at Cardiff Metropolitan University - 2021
* ***Award & Prize Winning Graphic Design*** *– October 2020*

*The Mothers of Africa charity held a competition to choose designs for their future marketing materials. My designs were chosen amongst all entrants and were commissioned for production. The designs were utilised on marketing material such as Greeting Cards, helping to promote brand awareness and successful development of the charity.*

* ***COMPETITION WINNER*** *– National Museum of Wales – December 2020*

*My Designs won the national competition for the greeting card design for the National Museum of Wales. The win was rewarded with prize money and the need for myself to be contracted to the museum, allowing them to use my designs in future marketing material.*

* **Professional member of a live art exhibit** - August 2017

An exciting and unique live art exhibition to demonstrate the differences between teenage adults and fully developed adults. An interesting and controversial topic explained thorough the medium of picking carpets?

* **Owns an online shop selling hand—crafted Art Prints** – June 2021

I sell my illustrations – often of a nature/landscape theme and sell canvas paintings & prints of my work online through the use of Etsy.

**EDUCATION**

**BA (Hons) in Illustration**

Graduate of Cardiff Metropolitan University - *Cardiff*

September 2018 to 2021

**A-Level**

Gowerton Sixth Form - *Swansea*

September 2016 to June 2018

**Photography | A**

**Graphic Communication | B**

**Fine Art | C**

**Welsh Baccalaureate | PASS**

**GCSE**

Gowerton Comprehensive - *Swansea*

September 2011 to July 2016

**ICT | A**

**Design & Technology | A**

**Fine Art | A**

**English Literature | B**

**Math | C**

**English Language | C**

**Religious Education | C**

**Welsh Baccalaureate | PASS**

**REFERENCES**

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