

# GETTING PREPARED

## Record of experience and achievements

SKILLS NEEDED FOR A CAREER IN PROPERTY	
A	Energy and determination to succeed
B	A client-focussed approach
C	Excellent communication and interpersonal skills
D	Boldness and confidence
E	The ability to operate as part of a team
F	Persuasion and negotiation skills
G	Good decision-making
H	Problem-solving strength
I	A sound academic record
J	Strong planning and organisation skills

	RECORD	DATE	TASK COMPLETED	WHAT SKILLS DID YOU USE?	SKILLS NEEDED FOR A CAREER IN PROPERTY										WHAT WILL YOU DO NEXT AND BY WHEN?	
					A	B	C	D	E	F	G	H	I	J		
Academic Achievements	Deputy Head Girl	June 2014- June 2015	Addressing Assemblies, supporting fellow students, being a mediator for student concerns.	Public Speaking, Teamwork, leadership, A Client focused approach, boldness and confidence	/	/	/	/	/	/	/	/	/	/	/	Go into more public speaking and leadership roles. By the end of next year.
	Senior Prefect	June 2014- June 2015	Supporting fellow students and Teachers	Teamwork, Confidence, Liaising, Manual Labour	/	/	/	/	/	/	/	/	/	/	/	Focus on working with more people to support more groups. The next opportunity to do so.
	Peer Mentor	June 2013- June 2015	Mentoring younger students struggling	Listening, Communication, Safeguarding.	/	/	/	/	/	/	/	/	/	/	/	Can be pushed into future mentoring jobs and help to work on my persuasion skills.

			academically or emotionally in school.												
	Girls Rugby Team "Hooker"	October 2010 – June 2015	Winning South East England U16 Girls Rugby Championship in 2014	Teamwork, energy, practice, dedication, and communication	/	/		/	/		/	/		/	Transfer this drive, teamwork and communication skills into my next group projects.
	Head of Yearbook Committee	September 2014- June 2015	Working with schools Repro team and leading a team to complete a Yearbook.	Management, Leadership, Liaising, Compromise, Communication	/	/	/	/	/	/	/	/		/	Use that experience to actively seek out management and leadership roles.
	Math Tutor	September 2014 – June 2015	Tutoring Year 9's and 10's for Maths mocks in lower sets.	Communication, Patience, Team work and Listening	/	/	/	/		/	/	/	/	/	Use this experience to easily find faults and ease advice to others.
	Red Award	February 2018	35 hrs Core Activity, 10 hrs Voluntary Work, 5 hrs Training	Communication, Time Management, Confidence, Dedication	/	/	/	/	/	/	/	/	/	/	Able to support others, and in the future use the skills of time management in my daily life.
	100% Attendance	October 2010 – June 2015	Punctuality	Dedication, Determination, Eagerness	/	/	/	/	/	/	/	/	/	/	In the future a punctual attitude to Work meetings and events.
Other achievements	School band	2011 - 2015	School concerts, heading the Christmas Carol	Eagerness, dedication, interests, Boldness	/		/	/	/		/	/		/	Working towards my public speaking and interaction when doing future presentations.
	RM19 Royal Opera House Youth Choir	October 2014- 2015	Youth Choir Singer	Performance, Expression and Confidence	/		/	/	/	/	/	/		/	Draw in the attitude, expression and confidence in Opera when consulting future clients.

<b>Work Experience</b>	<b>Part-time work</b>																
	Business School Student Ambassador	November-2017 -	Campus Tours, Representing the business school, programme talks.	Public speaking, communication, boldness, eagerness, listening	/	/	/	/	/	/	/	/	/	/	/	/	Transfer to future skills in the Property industry.
	Reading Scholar Mentor	November-2017 -	E- Mentoring, Chaperoning students and Campus tours.	Research skills, communication, safeguarding	/	/	/	/	/	/	/	/	/	/	/	When working with Clients in the industry, being able to guide them to where they want to be.	
	Pathways to Property Student Ambassador	November-2017 -	E- Mentoring, Networking at Schools and National Careers conferences to raise awareness on the property market.	Public speaking, listening, communication, boldness, eagerness.	/	/	/	/	/	/	/	/	/	/	/	Reference for influence in the industry, an amazing platform to network with others.	
	Tesco Customer Service Assistant (CSA)	September 2015 - 2017	Customer Service, Back stock rotations, management and Cashier work.	Communication, Manual labour, problem solving, Maths skills and dedication.	/	/	/	/	/	/	/	/	/	/	/	Communication and hard work, shows dedication and experience in the working world which I can take as an amazing reference.	
	<b>Work experience</b>																
Savills (work shadowing)	October 2016 -(1 week)	Work Shadowing in the Greater London Team within the London Residential Department	Communication, Listening, following instructions,	/	/	/	/	/	/	/	/	/	/	/	Incredibly good reference with the firm that will be taken forwards to future applications.		

		in the Head Office. Working office administration, supporting the graduate team in sales. Site visiting new- builds like The City Centre 80 Basinghall Street, London. Job rotations around departments such as Product Delivery, Land, Viability and the Greater London Team. Able to shadow a graduate Surveyor when dealing with a client.	Confidence, and looking presentable												
Participant at Pathways to Properties	July 2016 - (1 week)	Gave Client –side experience by allowing students in teams to present case studies to experts.	Confidence, Public speaking, communication, being presentable, and teamwork	/	/	/	/	/	/	/	/	/	/	/	Great opportunity to network and gain more property connections for use in the future.
Admin Assistant and Social Media worker at the Citizen Advice Bureau	June 2014 – July 2014 (3 weeks)	Allowed Office work experience, filing, photocopying, data input, emailing, preparing for meetings and presentations.	Teamwork, communication, IT skills, data inputting on spreadsheet, and being presentable	/	/	/	/	/	/	/	/	/	/	/	Amazing experience in Office related work and can determine whether property is the industry you want to be in, when it can be mostly office based when not doing site visits.
<b>Voluntary work</b>															
NCS – national citizen service	July 2015 – August	Volunteering to complete a Social Action	Management, leadership and enterprise skills when	/	/	/	/	/	/	/	/	/	/	/	Use of time management, networking and team work that can be used in future skills



