**Curriculum Vitae Rebecca Richmond**

**D/O/B:** 03/10/1998

**Address:** 8, Abercorn Court, Faverdale, Darlington, DL3 0GF

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**Qualifications and Achievements**

**Undergraduate Degree:**

**York St John University, Lord Mayor’s Walk, York**

**YO31 7EX**

**September 2017-Present**

BA Honours in Dance and Drama. Degree Classification Pending.

1st Class awarded for Years 1 and 2.

**A-Levels:**

**Queen Elizabeth Sixth Form College, Vane Terrace, Darlington**

**DL3 7AU**

**September 2015-June 2017**

A Level B Grades awarded in English Language, Film Studies, Drama and Theatre Studies.

AS Level B Grade awarded in Philosophy and Ethics.

**GCSEs:**

**Longfield Academy of Sport, Longfield Rd, Darlington**

**DL3 0HT**

**September 2010-June 2015**

A\* Grades awarded in English Language and Performing Arts.

A Grades awarded in Food Technology and IT.

B Grades awarded in Mathematics, English Literature, Core Science and Media Studies.

C Grades awarded in Further Mathematics, History, Spanish, Additional Science and Further Additional Science

Pass awarded in the Dance Leader Award.

**Volunteer Work Experience.**

**Dance and Dementia Project**

**York St John University, Lord Mayor’s Walk, York, YO31**

**Student Co Facilitator Volunteer**

**(2017- Present)**

**Roles and Responsibilities:-** As a student volunteer it is my role to support the lead facilitators during the sessions in both setting up the space ahead of the session beginning, leading group activities, socialising with the participants, giving extra support to participants sat furthest away from the lead facilitators and responding creatively and appropriately to any scenario that may unfold during the sessions. It is also my responsibility to be present, focused and enthusiastic within a session to encourage the participants to get the most from the activities. Finally, it is my responsibility to help pack away any props and chairs used during the session as quickly as possible to prevent the participants from waiting a while before we finish the session with a drink and chat.

**Experience and Skills Gained:-** I have gained confidence in leading group activities. I have gained the skills required to support people living with dementia such as how to communicate efficiently and appropriately with people with dementia and how to adapt and develop activities that allow people with dementia to feel included and as equal. I have also learnt how to adapt emotionally to the potential outcomes when working with people with dementia such as people going into homes and death.

**Nouveau Wellbeing**

**Billingham, Stockton-on-Tees, TS23 4HN**

**Volunteer Dance Assistant**

**(2018)**

**Roles and Responsibilities:-** Shadowing a community dancer around various locations in the North East; locations such as care homes and community centres. My responsibilities included copying the lady I was shadowing’s choreography and also giving input with my own choreography. I also had the responsibility of helping to hand out props, set up spaces and talk to the participants throughout the sessions to keep them engaged and present. I also had to make sure I gave as much energy to each session as the day went on making sure every participant had the same level of engagement from myself and the other facilitator.

**Experience and Skills Gained:-** This experience gave me insight into working for a community dance company around various locations. I was able to develop an understanding of the logistics of a working day for a community dance artist and how the need to be self sufficient with transport and knowledge of the areas you are working in is vital.

**Catering Work Experience**

**Robineau Café & Patisserie,**

**27 West Auckland Road, Darlington, DL3 9EL**

**Front of House**

**(2018-Present)**

**Roles and Responsibilities: -** Café responsibilities included serving food, preparing and serving hot and cold drinks, answering the phone and taking orders and bookings for both the café and shop, open and close down café duties, pot washing, and general cleaning duties. Responsible at all times for customer and staff safety, workplace hygiene, and secure and appropriate handling of money. Packing products appropriately for orders and, due to working in a small team, being able to efficiently run the café.

**Experience and Skills Gained: -** Learnt how to use a commercial coffee machine and make hot drinks quickly and efficiently. Learnt to work as part of a much smaller team and therefore how to work effectively and promptly during busy times without losing the quality of service.

**Best Western Walworth Castle Hotel**

**Walworth Castle, Walworth Road, Darlington, DL2 2LY**

**Food and Beverage Assistant**

**(2017)**

**Roles and Responsibilities: -** Front of House staff required to work both weddings, events and the hotel restaurant. Responsibilities included, managing certain food services, general food service, bartending, hospitality, porter duties, pot washing, general cleaning duties and end of shift clean down. Responsible at all times for customer and staff safety, workplace hygiene, and secure and appropriate handling of money.

**Experience and Skills Gained: -** Learnt how to effectively run a busy bar. Performed all the functions of a hotel environment; thereby broadening the range of my customer service skills. Learnt to work effectively in a larger team and in a more professional, corporate context. Developed skills in leadership, management and organisation running certain food services without senior management oversight.

**Coghlans Fine Dining and Catering**

**Lartington Hall, Lartington Lane, Barnard Castle, DL12 9BW**

**Front of House**

**(2014-2017)**

**Roles and Responsibilities:-** Front of House staff required to work both weddings, events and other off site catering events. Fine dining food service including silver service. Product based knowledge for the wedding food and wine menu as to make recommendations on request. Awareness of customer allergies. Staff organisation in relation to hours as the company worked at different locations. Pot washing, general cleaning duties. Responsibility at all times for customer and staff safety.

**Experience and Skills Gained:-** Fine dining catering skills such as silver service, people skills and how to interact with customers, punctuality and responsibly.

References Available on request