

PERSONAL INFO

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No.12, Broad Street, London,
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LinkedIn

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PERSONAL SKILLS

- Excellent Verbal and Written Communication Skills
- Positive Attitude to Working Collaboratively
- Capacity for Developing New Initiatives
- Students and Graduates Employability Training Skills

SOFTWARE MASTERY

Alma School Management

Moodle

Teamviewer

SPSS

Miro Whiteboard

SKILLS

- Groups & one-to-one Guidance
- Employability Coaching
- CAIG
- Programme Development
- Programme Delivery
- Formative & Summative Evaluation

PROFESSIONAL TRAINING

OCR Level 6-Diploma in OCR Level-in Career Guidance and Development (QCF) at **Call of the Wild Training Ltd**, Abercrave, Swansea, UK (exp. December 2022)

JAMES MADDISON

EMPLOYABILITY ADVISOR (GRADUATES)

PROFILE SUMMARY

- Design and deliver bespoke employability programmes training undergraduates and graduates who secure desired outcomes.
- Mentored 279+ BAME (widening participation groups) graduate job seekers since 2017 to gain employment in government, business & finance, IT, healthcare, and science & technology fields.
- Develop and deliver one-to-one guidance, group sessions and live online information and resources on job-finding mentorship using Skype for Business, Zoom & Microsoft Teams
Seeking Employability Advisor (Graduates) role at The University of Sheffield — <https://www.sheffield.ac.uk/> to offer more significant opportunities to reach and impact wider audiences.

CORE COMPETENCIES AND ACHIEVEMENTS

Employability Mentorship

- Spearheaded employability mentorship at Brunel University developing a step-by-step blueprint to guide 32 students from widening participation groups who acquired skills, including digital marketing, business analysis, branding, project management, and management consulting.

Educational Programme Design

- Designed, planned, and delivered employability courses at Brunel University, prepared assignments, and seminar briefs, and used virtual learning environments (VLE) such as Moodle, ensuring interactive and engaging delivery to students

Teaching and Education Management

- Taught employability and enterprise management at Brunel University as a course leader and reduced the failure rate by 25% motivating students and deploying proactive teaching strategies.

RELEVANT EXPERIENCE

EMPLOYABILITY ADVISER | Job Pippins, London | JUN 2017— PRESENT

- Guide job seekers via Skype on the most effective methods of self-marketing, networking, and relationship building making them land jobs quicker
- Advise on employment trends, job search insights, and interview preparation resulting in job placements
- Consult on CV improvements leading to candidates landing more interviews

Key Achievement: Created two online careers platforms (www.seethrough.com and www.nascentconnect.com) providing tailored employment-finding support services, especially to marginalised groups.

EARLIER EXPERIENCE

PhD Tutors, London, UK (*EDUCATION CONSULTANT*) JUN 2012— MAY 2017
Uxbridge College, London, UK (*QUALITY CONTROLLER*) JAN 2012— MAY 2012

EDUCATION

BSC in Education Management | 2009—2012
University of Bristol, England