

Sasha Georgina Mannings  
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## **Personal Statement**

I am a hardworking, reliable and motivated individual with good IT skills. I can communicate well with people of all ages. I have a caring nature with a willingness to help others. I am keen to take on new challenges and learn new skills.

## **Key skills**

Proficient in all areas of Microsoft Office, including Access, Excel, Word and PowerPoint, good teamwork and communication skills. I can use Canva and Google with an understanding on what to do.

## **Employment History**

### ***Business Woman In*** (Jan 2022 -July 2022)

I helped make events on LinkedIn and the BWI website. I also learned additional skills alongside doing our live projects.

### ***Haven Holiday Park Cleaning*** (July 2021 - October 2021)

I had to clean the 10 caravans per shift and make sure that everything was in an excellent condition, ready for the next family.

### ***Platinum agency Bournemouth*** (March 2018- June 2018)

I worked in different environments undertaking various tasks from cleaning in a kitchen, pot washing to cleaning hotels.

### ***Kitchen Assistant, Royal Lymington Yacht Club, Lymington*** (Feb 2017 - Mar 2017)

I worked in the kitchen preparing food, plating up and cooking, I also washed up after service. I thoroughly enjoyed the experience so would like to pursue this as a career.

### ***McDonalds, Poole*** (September 2014 – March 2017)

As a crew member I worked in the kitchen preparing food and at the front counter helping

customers through the ordering process. I operated a cash register, ran the drive-thru, cooked all menu items, cleaned the restaurant and completed other assigned tasks.

**Talbot View Preschool, Poole** (1 week Placement in July 2013)

As a Play School Assistant, I helped staff in play activities with the young children, setting up, clearing away and supervising. I learnt about the care and development of young children, the preschool curriculum, educational and play activities. I also learnt the importance of working as a team.

**Helen O'Grady Drama Academy, Poole** (Volunteer 2013-2014)

After attending weekly sessions myself at the drama academy from 2008 to 2014, I started to help the group leaders at the younger group sessions. This included helping them learn lines for plays and doing warm-up games. I did help out at the yearly summer shows in July where there are several short plays performed by different groups over a weekend. I looked after the children during their performances, helped the younger children on and off the stage and sat with them whilst they watched the other shows.

## **Education**

Bournemouth and Poole College (September 2014 – July 2016)

Level 3 Diploma in Performing Arts - Merit / Merit / Pass

Magna Academy (September 2010 – July 2014)

GCSEs

Science - A

Drama – B

English, Maths, Religious Education, Child Development – D

Textiles - E

English Literature - F

Currently resitting my English level 1 qualification and starting level 2 from September 2022.

## **Hobbies and Interests**

I like singing, acting, listening to music, doing puzzles and watching crime documentaries.

## **References**

Available on request