

## **Saskia Huntley**

I am a self-motivated, diligent individual with a first class MSci in Psychology (with Hons) and seven years of experience working with people, including 2 years of sales experience. **I also hold an enhanced DBS check.**

### **Education**

**2014 - 2018**

**University of Bath** - *MSci Psychology (Integrated Masters)*

Achieved – First Class with Hons

Modules include: Advanced Social Psychology, Advanced Clinical & Health Psychology, Advanced Research Methods, Psychology of Morality, Social Action & Change, Educational Psychology, Developmental Psychology, Cognitive Neuropsychology etc.

BSc Dissertation: A thematic analysis of zoo visitors' attitudes towards research performed in zoos.

Supervisor: Michael Proulx

MSci Dissertation: A discourse analysis of politicians' moral rhetoric in the wake of extreme weather events.

Supervisor: Tim Kurz

**2007 - 2014**

**Dame Alice Owen's School**

A Levels: Psychology (A\*), Biology (A\*), Spanish (A)

AS Level: Chemistry (B)

Diplomas de Español como Lengua Extranjera (DELE)

Spanish as a Foreign Language Diploma

Qualification B2 (Advanced)

10 GCSEs at A\* and 1 at A

## **Work Experience**

### **December 2020 - Present**

#### **Private Therapy Clinic**

Junior Therapist Internship

17 hours per week

Responsibilities include:

- Admin tasks including call answering and emails particularly in relation to helping guide people to the best type of therapy for them.
- Providing face to face 15 minute screening assessments
- Providing therapy to 1- 3 clients per week
- Group clinical supervision training sessions
- CBT and Psychodynamic therapy teaching sessions with BABCP & HCPC Accredited Therapists

### **October 2019 - Present**

#### **SingleCustomerViews Ltd.**

Intern

Responsibilities include:

- Content writing for the website and marketing literature
- Sourcing new clientele
- Maximising current accounts
- General admin work; office management, answering phones, speaking with clients, assisting the director, clerical work (including maintaining records and entering data)

## **August 2018 - July 2019**

### **Opus Recruitment Solutions**

Recruitment Consultant

Responsibilities included

- Mentoring new team members
- Sourcing new clientele and candidates
- Maintaining and maximising client relationships, including acting as account holder for multiple accounts
- Admin work; maintaining the database, organising interviews, keeping client and candidate information GDPR compliant etc.
- Negotiating offers, benefits etc.

Achievements

- Quickest deal for an employee starting 2018 (within 20 working days)
- First from my intake group to be promoted (within 4 months)
- Made over £80,000 for Opus in 9 months
- Won 'One to Watch' at the Bristol Christmas Awards 2018

## **November 2016 - December 2020**

### **Food Drop**

Community Engagement Leader

Responsibilities included

- Building relationships with retailers and charities
- Charity outreach and onboarding
- Social media outreach and management
- Training new employees, leading new volunteers during initial food drops, keeping schedules etc.
- Met regularly to develop volunteering opportunities and support for community-level charities.

### **General Achievements**

Languages - Conversational Spanish and Portuguese, basic (A\* GCSE level) in French and Italian

Academic Achievement Award - The Department of Psychology in the University of Bath awarded this to me twice; firstly after my high academic achievement during second year assessments, and secondly for achieving the highest results in my course during my final Master's year.

## **Skills**

### Communication

- Good communication, time and systems management skills, content writing
- Acted as Account Manager for multiple clients
- Excellent written and presentation skills
- Social media management/outreach for Food Drop

### Teamwork

- Part of a closely knit and effective team in all my roles.
- An integral part of the team during my role as Community Engagement Leader for the social project (now limited company) Food Drop
- Efficient and flexible team member with experience of working in academic, hospitality, corporate and community work teams

### Leadership

- Coordinated and led volunteers for social project (now limited company) Food Drop
- Mentoring and coaching skills gained through training new employees in my various roles
- Organised multiple incentives

### Information Technology

- Competent user of Statistical software SPSS
- Experience in admin work due to Opus' unique Database RDB (inputting candidates etc.)
- Competent user of a variety of Microsoft programmes including Word and Excel

**References available on request**