

JAASVI SHAH

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RESIDENCE: HARROW, MIDDLESEX

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PREVIOUSLY, JAASVI HAS WORKED ON NUMEROUS DIFFERENT TYPES OF WORK EXPERIENCES BASED IN LONDON, HAVING ACHIEVED SKILLS FOR HER OUTSTANDING POSITIVE ATTITUDE. SINCE JANUARY 2017, SHE EMBARKED ON A BA HONOURS IN PERFORMING ARTS AT ANGLIA RUSKIN UNIVERSITY. EQUIPPED WITH A RANGE OF PERFORMANCE KNOWLEDGE, INCLUDING THEORETICAL AND PRACTICAL SKILLS, JAASVI IS KEEN TO COMBINE THESE WITH HER OWN PROFESSIONAL EXPERTISE TO ENHANCE AN INDIVIDUALS UNDERSTANDING OF POSITIVITY AND ITS APPLICATIONS TO THE REAL WORLD.

QUALIFICATIONS

DEGREE: (JAN 2017 – DEC 2018) BA (HONS) FIRST CLASS, PERFORMING ARTS, ANGLIA RUSKIN UNIVERSITY.

(SEPT 2014 – DEC 2015) FDA SECOND CLASS, PERFORMING ARTS, BATH SPA UNIVERSITY.

COLLEGE: (SEPT 2012 – JULY 2014) BTEC EXTENDED DIPLOMA LEVEL 3 PERFORMING ARTS (ABB), STANMORE COLLEGE.

(2013) NCFE IMPROVING OWN LEARNING & PERFORMANCE (C), STANMORE COLLEGE
SECONDARY EDUCATION: (2012) BTEC APPLIED SCIENCE (C), OCR ICT (A), ENGLISH LANGUAGE (C), ENGLISH LITERATURE (C), MATHEMATICS (C), DRAMA (B), PHILOSOPHY & ETHICS SHORT COURSE (B), GUJARATI (B), PARK HIGH SCHOOL, STANMORE.

PROFESSIONAL KNOWLEDGE

ZAPP IT & C

SALES ASSISTANT – ISLEWORTH (17TH AUGUST 2020 – 3RD JULY 2021)

- - ANSWERING CUSTOMER QUERIES IN PERSON/EMAILS/MESSAGES/PHONE CALLS WITH EXCEPTIONAL MANNER.
- - PROVIDING A QUALITY REPAIR SERVICE FOR ALL DEVICES VIA BOOKING IN THE INFORMATION & ASSISTING THE CUSTOMER WITH EVERY NEED NECESSARY.
- - WEARING FACE MASK AT ALL TIMES, KEEPING WORKPLACE CLEAN BETWEEN USES AND FREQUENT USAGE OF HANDWASH/SANITISER - ENSURING THE BUSINESS IS COVID-SECURE

TTEC

CUSTOMER SERVICE ADVISOR, HOME BASED – LONDON (20TH MAY 2020 – 25TH MAY 2020)

- - SUPPORT INDIVIDUALS THAT HAVE BEEN PERSONALLY IMPACTED BY THE COVID-19 PANDEMIC.
- - USING OWN COMPUTER WITH THE TECHNICAL REQUIREMENTS NEEDED, USB HEADSET AND THE USB SSD DRIVE GIVEN.

COALITION LIVE

EVENT ASSISTANT, TUTANKHAMUN EXHIBITION – SAATCHI GALLERY (21ST DECEMBER 2019 – 9TH JANUARY 2020)

- - AS A WAYFINDER, HAD TO DIRECT THE GUESTS/PUBLIC TO THE NEXT PART OF THE EXHIBITION AS WELL AS SHOWING WHERE THE CAFÉ AND RESTROOMS WERE.
- - WEAR THE SECURITY HEADSET TO ENSURE EVERYONE IS IN THE LOOP AND SHOULD ANY ISSUES OCCUR LIKE EMERGENCY OR SUCH, ASK THROUGH THE MICROPHONE.

PROSPERO TEACHING

LSA, HAYDON SCHOOL – NORTHWOOD HILLS (4TH SEPTEMBER 2019 – 6TH SEPTEMBER 2019)

- - WORKING WITH SMALL GROUPS & 1:1 WITH SEN PUPILS WITHIN THE SCHOOL
- - SUPPORT THEIR LEARNING, HELP THEM BUILD, DEVELOP THEIR CONFIDENCE & ASSIST WITH STRUGGLES

TATE

ADMINISTRATION, GARTNER – LONDON (3RD MARCH 2019 – 7TH JUNE 2019)

- - REGISTERING PEOPLE WHEN THEY ARRIVE
- - GOOD CUSTOMER SERVICE WITH A FRIENDLY, FAST AND PROFESSIONAL BEHAVIOUR

EYECANDY

STAFF MEMBER, GLOSSIER – CENTRAL LONDON (17TH NOVEMBER 2017 – 18TH NOVEMBER 2017)

- - PACKAGE, RE-STOCK, CHECK THE ITEMS AND GREET THE PUBLIC.

LOVE CREATIVE MARKETING

SALES ASSOCIATE, SELFRIDGES – OXFORD STREET (6TH NOVEMBER 2016 – 24TH DECEMBER 2016)

- - PROMOTE AND SELL CHRISTMAS DECORATION WITH HIGH CLASS.

STANMORE COLLEGE

LITTER PICKER, STANMORE (SEPTEMBER 2012 – JULY 2014)

- - KEEPING THE AREA OF STANMORE HYGIENIC BY LITTER PICKING DURING SPARE TIME (OUT OF STUDIES) AND MAKING SURE THE NEIGHBOURHOOD WAS SAFE.
- - IF ANY ISSUE WAS MADE ESPECIALLY BY THE LOCAL RESIDENTS OF THE AREA – IT WOULD BE REPORTED TO THE PERSON IN CHARGE.

VERTIGO FILMS

GENERAL ADMIN, KENTISH TOWN (19TH AUGUST – 30TH AUGUST 2013)

- - HELPING THE STAFF IN EVERY DEPARTMENT AND KEEPING THE OFFICE CLEAN; TIDY.
- - BEING ON TIME AND DELIVERING/RETRIEVING PARCELS.

LONDON BOROUGH OF BRENT COUNCIL

NURSERY ASSISTANT, WOODCOCK HILL NURSERY SCHOOL – HARROW (11TH JULY – 22ND JULY 2011)

- - FOLLOWING THE HEALTH AND SAFETY, RULES AND REGULATIONS (CODE OF CONDUCT) & SETTING OUT PLAY EQUIPMENT FOR THE CHILDREN.

LONDON BOROUGH OF HARROW COUNCIL

TEACHING ASSISTANT, SHRI SWAMI NARAYAN TEMPLE – HARROW (SEPTEMBER 2010 – SEPTEMBER 2011)

- - IMPROVE TEACHING STANDARDS AT THE GUJARATI SCHOOL FOR THE PUPILS AND PROMOTE LEARNING WITH A GENERAL SKILLED APPROACH.

AWARDS & ACHIEVEMENTS

- GETTING STARTED: ZOOM BASICS CERTIFICATE 2020
- SEXUAL HARASSMENT PREVENTION & AVOIDANCE CERTIFICATE 2020
- KRONOS 8 FOR ASSOCIATES CERTIFICATE 2020
- EMPOWER PERFORMANCE SCORECARD FOR ASSOCIATES CERTIFICATE 2020
- EMPOWER & DRIVING PERFORMANCE OVERVIEW CERTIFICATE 2020
- ASSOCIATE EMPOWER: MANAGING YOUR CAPS
- SAFEGUARDING LEVEL 2 CERTIFICATE 2018
- THE SUMMER READING VOYAGE CHALLENGE CERTIFICATE
- KICK ASTHMA UK MINI MARATHON RAISING VITAL FUNDS CERTIFICATE
- ACTED AS A SCHOOL REPRESENTATIVE ON OPEN DAYS 2012
- ST JOHN AMBULANCE YOUNG FIRST AIDER CERTIFICATE MARCH 2012
- AQA LEVEL 1 APPLYING FOR JOBS; COURSES

- CERTIFICATE 2020
- UNLEASHING THE POWER OF MOSAIC CERTIFICATE 2020
- INTRODUCING ASK NOW CERTIFICATE 2020
- SAFEGUARDING LEVEL 1 CPD COURSE CERTIFICATE 2019
- SAFEGUARDING VULNERABLE INDIVIDUALS CERTIFICATE 2018

- N: COUNTA TRACK GIRLS BRIGADE CERTIFICATE SEPTEMBER 2010
- THE BIG WILD READ CERTIFICATE
- PRIESTMEAD BUDDY AWARD 2008
- BOARD GAME IN HISTORY PRIESTMEAD AWARD FEBRUARY 2008
- SPORTS DAY CAPTAIN PRIESTMEAD AWARD JULY 2008
- HARROW SONG FESTIVAL CERTIFICATE 2007
- ELMFIELD COMPETITION ART PRIZE TREASURE HUNT SHORTLISTED 2007
- GOOD BEHAVIOUR CERTIFICATE OF MERIT JULY 2007

- CREDIT CERTIFICATE AUGUST 2012
- SPORTS LEADERSHIP LEVEL 1 AWARD JULY 2011
- AQA LEVEL 2 PERSONAL SAFETY CREDIT CERTIFICATE SEPTEMBER 2011
- DANCE LEADERSHIP LEVEL 1 AWARD NOVEMBER 2011
- BADMINTON JUNIOR HELPER AWARD DECEMBER 2011
- OLD TESTAMENT BIBLE EXPLORER CERTIFICATE NOVEMBER 2005
- SUMMER COUNTRY DANCE CLUB CERTIFICATE JULY 2004
- ELMFIELD COMPETITION ART PRIZE HARROW SCHOOLS VALUED ENTRANT 2004
- HEAD TEACHER'S SILVER KEY AWARD JULY 2003
- COLGATE DENTAL HEALTH SCHOOL PROGRAMME JULY 2001