

TEVIN MUENDO

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London

PROFESSIONAL SUMMARY

A highly organised, sharp and creative 2022 Masters Graduate in International Public Policy at UCL - University College London, with high levels administrative and writing skill, in creative, journalistic and entertainment environments. I have business development experience within a professional setting from my last role at Flight Centre travel group, and so I am comfortable in building effective relationships and communicating, i.e. I spoke to CEO's, office assistants and mid-level managers all of which I approached professionally and warmly, to be able to forge relationships with them and their business.

EDUCATION

- 2020 - 2022: University College London - MSc International Public Policy
- 2015 - 2018: University of Durham- BA (Hons) 2:1 Accounting and Finance

RELEVANT EXPERIENCE

December 2023 - Present:

Poetysis: Freelance Poet

I run a poetry business called 'Poetysis', in which I write street poetry and short stories for passers-by, but also I have worked at Louis Vuitton and for Boston Consulting Group, as well as several other art galleries.

I listen to my audience for as long as they require to communicate their feelings, and I within minutes, create a musical, humorous, captivating and erudite poem, story or song. I have received a lot of praise for the speed and

skills in which I can produce these, especially by larger brands that have hired me.

December 2023- Present:

The Borgen Project: Journalist/ Writing Intern:

As a journalist for The Borgen Project, I am creating a mix of 'good news' stories, and important hard-hitting pieces that highlight the importance of policy being implemented to help alleviate global poverty, but also highlighting the plight felt by those under conditions of poverty. I also engage in fundraising work for political mobilisation in my community.

December 2023- Present:

GetFurther: Maths and English Teacher

March 2023-August 2023

Programming Operations Exec: City Academy

-I worked as the operations executive for a multimillion revenue company city academy, which thoroughly sharpened my ability to work quickly, efficiently and to shoulder a heavy load of work, at times manage a small team to coordinate tasks and implementation. I had to work both independently and collaboratively, and worked routinely on administration tasks relating to the business model, processing and verification of invoices, implementation of city academy's vision with regards to the programme, technological problem solving and innovation, the creation of salesforce reports and excel reports.

Jan 2022- Nov 2022 Junior Research Analyst: RSMB

- Junior research analyst at RSMB: In my work as a data analyst at RSMB, my work was both independent and collaborative, there were in some cases manuals that had been constructed that I had to follow,

2013 - 2015: A levels - Maths (B), Economics (B), Philosophy(B)

however, at some points required my initiative and innovation to make them more relevant and effective, I was given a great level of autonomy and independence in creating macros and writing code and deciding on the format of documents, my innovative ability was greatly heightened through constantly changing macros and sections of SQL code that needed to be written even when the solution wasn't straightforward or intuitive. This required intense at-

tention to detail as I was working with large data sets, that required no errors, and long lines of code that needed specific solutions for a fix.

Get Further Sept 2020- June 2021

- I found it very satisfying to offer my services as a Maths teacher within the civil society organisation 'Get Further', teaching GCSE maths to students aged 16-18 from different ethnic backgrounds, often underprivileged, expanding my sensitivity to diversity and equality. This work

FCTG: Fast- track Graduate scheme Jan 2020 – March 2020

Business Development

- Won and onboarded client worth approx £200k worth of business
- Client communication - clearly and effectively landed messaging on savings and efficiency to SMEs travel programmes
- Secured 4 client meetings with clients within my 1st training week.
- Gained experience in research with LinkedIn Sales Navigator
- Conducted business development activities specialising in the SME travel spend market.
- Created opportunities for numerous SME businesses to benefit from FCBT's suite

of technological products and industry expertise.

Sep 2019 – Jan 2020: FCTG: Fast-track Graduate scheme: Marketing FCM
Travel Solutions Jun 2017- Aug 2018: Discovery Summer

English Language Courses

Marketing assistant

- Selected as the only graduate to join the Fast Track position working closely with the Global head of Marketing in a variety of tasks relating to the latest

FCM Global Rebrand.

- Assisted in the day to day marketing activities for the groups corporate marketing managers.
- Planned with the team activities for, and attended high level strategic branding meetings and brand dissection sessions where I learned aspects of the creative branding process and the decision making process at management level.
- Gained exposure to high pressure professional environments by attending and participating in the Regional Marketing conferences a highly professional environment
- Produced presentations, designed internal documentation and liaised with external designers creating video content for internal communication
- Wrote newsletter articles.

Other

After being laid off due to COVID impact on my employer Flight Centre, I have applied myself to 4 things to keep busy, keep learning and keep improving my skills:

- I completed a degree in International Public Policy with particular focus on the UN, international organisations and quantitative methods for answering political science questions. My favourite courses have been Quantitative methods, and Advanced Quantitative methods, as well as human rights and International Public Policy.

has been exciting challenging and dynamic and really sharpened my organisation skills, my ability to multitask and manage my time effectively

- Created a radio station of my own called BTX radio, which promotes up and coming artists. I consistently maintain a website for my radio station 'BTX radio', which can be found at [https:// www.btxradio.com/](https://www.btxradio.com/) . This I created on square space, and paired with Mixlr radio streaming software which strengthened my capacity for finding improvements within a system, and optimising both for performance, accessibility and aesthetics.

- I self funded to learn SQL skills in database management. - Inducted to and trained in Salesforce lightning force CRM

Worked at the highly regarded Discovery Summer Language School, based in the Uppingham School Centre and at the Winchester College centre for 3 weeks.

- Activity leader/ tour guide and English coach - which helped me deepen my interest in cultural diversity.

- Enriched my experience working with different cultures.

- Learnt to work as part of a team, as well as lead sometimes

- Responsibilities involved organising and leading excursions to various cities

and managing the budget for multiple activities such as windsurfing.

Jun 2013 - Apr 2015: Topman/ Topshop Southampton

- Part-time student job - Worked in sales advisory, giving me complete exposure to the retail environment. Experienced customer interaction, shop floor stock takes, till running and re-stocking. - Developed a consumer focussed mindset with a good work ethic and people skills.

SYSTEMS/SKILLS

Computer Skills: Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access), Mac OS, SQL, R, Salesforce Lightning force CRM

Hobbies/ Interests

Writing poetry, Writing short stories, Skateboarding, Running my own radio station BTX Radio, Playing tennis, DJing.

References

(contact details available on request)

- Michael Ward :Manager RSMB

- Dr Tom O'Grady: Dissertation supervisor UCL

