

**Victoria Juszkiewicz**  
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Watford WD23

**Education:**

**2020 – 2023, University of Leeds, BA (Hons) Film, Photography and Media, 2:1**

**2018 – 2020 Canons High School Sixth Form, London.**

A-Levels: History (A\*), Psychology (A), Media Studies (A).

**2013 – 2018 Canons High School, London.**

GCSEs: 9 GCSEs grade A\*- C/ 9 - 6 (Including Mathematics and English).

**Relevant Work History:**

**October 2022 – June 2023. Peer Support Assistant. University of Leeds Careers Service. Leeds.**

- Organised the appointments of over ten careers advisors, and aided clients when they came in.
- Signposted numerous resources to students to help with their career aspirations.
- Advised students on their options when presented with different questions they have about their future career. Showed them where to get relevant help and how to use student specific websites.
- Ran workshops for over five students at a time, explaining to them and answering their questions about specific topics such as CVs and cover letters.

**Skills Developed:** Active listening, attentiveness, professionalism.

**October 2022 – November 2022. Volunteered. Leeds Film Festival. Leeds.**

- Gathered feedback from over one-hundred audience members after they watched the movie.
- Provided technical and administrative support throughout the day to make sure back-to-back screenings ran smoothly.
- Hosted three filmmakers when they went for audience questions at the end of their film.

**Skills Developed:** Customer service, confidence, creating a good rapport.

**January 2019 – September 2019. Property Manager Assistant. Brickman Yale. London.**

- Coordinated with the property manager to schedule maintenance work for over ten properties in their portfolio.
- Monitored progress of ongoing work at multiple different properties and responded to any problems that may have occurred.
- Participated in meetings with over five employees, took meeting minutes and scheduled follow up deadlines for the team.

**Skills Developed:** Planning, time-management, working under pressure.

**July 2019 – August 2019. Mentor. Elstree Dreamcatcher Film Camp. Borehamwood.**

- Helped mentor the ten participants of the programme and encourage their passion for filmmaking.
- Supported the participants in learning different roles and responsibilities within a production, teaching them how to hold a boom or how to operate a camera.

**Skills Developed:** Leadership, reliable, teamwork.

**June 2019. Volunteered. Edgware Montessori Nursery & Pre-School. London.**

- Organised activities for children to develop their co-ordination and language skills, played games with over three children at a time to help nurture their development.
- Helped to make snacks for the children daily by chopping up fruits and vegetables.
- Maintained a safe environment by cleaning multiples times a day.

**Skills Developed:** Resilience, pastoral care, extremely organised.

**April 2019. Volunteered. Watling Primary School. London.**

- Helped translate teachers feedback to three Polish parents.
- Communicated with over ten parents and relayed to school representatives their feedback about how to make a better more inclusive environment for all students of all backgrounds.
- Co-ordinated with the schoolteachers on how to best organise the parents evening.

**Skills Developed:** Excellent people skills, strong verbal communicator.

**October 2017 – January 2018. Volunteered, Barnardos. Hertfordshire.**

- Freed full-time employees up for more critical work by completing clerical tasks and office work, which included organising over five donation bags a day and labelling donations.
- Organised the shop floor daily, managing over seven racks and shelves in the store to give the customers the best shopping experience.
- Mentored two other volunteers who started after me, helping them to understand the role, and their responsibilities.

**Skills Developed:** Problem-solving skills, self-motivated.

**Interests and Achievements:**

- Fluent in both English and Polish.
- Achieved a bronze Duke of Edinburgh award.
- Co-social media manager and club representative of the University of Leeds Badminton Society.
- Social Media Secretary, University of Leeds Polish Society.

**References – Available upon request.**

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