

# Hiba Farah

12 Fir Vale Avenue  
Sheffield  
S10 2PP

Mobile: 07900000000  
Email: [hfarahXXX@XX.ac.uk](mailto:hfarahXXX@XX.ac.uk)

## Education

### University of Sheffield – BA (Hons) English and History, September 2015 - June 2018

Developed a number of transferable skills during my studies including time management where I had to juggle a number of assessment deadlines, the ability to take the lead in group discussions and strong written and oral communication skills through essay writing and delivering presentations

### Nottingham High School, Nottingham, September 2008 - June 2015

A levels: English Literature (A); History (A); Economics (B)  
9 GCSEs (A\*-C), including English (A\*), Maths (A), Science (B)

## Work Experience

### Retail Assistant, TKMaxx, Nottingham, June - September 2016

- Developed customer service skills through serving and advising a broad range of customers
- Demonstrated strong sales ability when “upselling” promotional products
- Exercised a flexible approach to working in my willingness to work with little notice in different departments
- Effectively dealt with customer complaints, listening carefully to their problems and finding a satisfactory solution or referring to the relevant senior staff member

### Catering Assistant, Beech Hotel, Sheffield, September 2015 - June 2016

Regular shifts working at large events e.g. conferences, weddings.

- Served customers food and drink in a fast-paced environment
- Successfully managed my time, balancing this role with full-time studies
- Demonstrated attention to detail when preparing tables for service

## Extra-curricular Activities

### Vice-president of Dance Society, Students' Union, September 2016 - Present

Working as part of the committee to organise competitions and events.

- Led a team of 8 to organise a week-long society trip to Spain to participate in a competition, delegating tasks to other members
- Promoted the society at a number of on-campus events using different platforms such as Twitter and Facebook

### Literacy Champion, Ridgeway Primary School, Sheffield, October 2015 - June 2016

Volunteered at a local primary school to support children's literacy skills.

- Provided classroom assistance to year 4 students, under the supervision of the class teacher
- Created and facilitated the use of learning resources to aid children's writing and reading skills

**References** - Available on request.