

Forename: Katherine
 Surname: Ponsford
 Date of Birth: 18/02/89
 University Name: Bournemouth University
 Graduation Year: 2015
 Course Title & Type: Events Management B (Hons)
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Skills:

Communication	Y	Planning/Organising	Y	Networking	Y
Problem Solving/Reasoning/Creativity	Y	Experimental Design		Willingness to learn	Y
Critical Thinking	Y	Data Analysis	Y	Self-Confidence	Y
Project Management		Time Management	Y	Entrepreneurial ship	Y
Team Work	Y	Resource Management	Y	Adaptability/Flexibility	Y
Information Technology	Y	Presentations	Y	Dependable/Reliable/Responsible	Y
Cross Cultural Competence		Positive Attitude/Self-Motivation	Y	Multi-tasking	Y
Dedicated/High Work Ethic	Y	Professionalism	Y	Leadership	Y

Other

First Aid, Manual Handling, COSHH, Food Safety Qualification

Industry area interests:

Administration	Y	Events	Y	Mid- Management	Y
Coaching		Food and Beverage/ Catering	Y	Operations Management	Y
Construction		Management	Y	Project Management	Y
Communications	Y	Marketing	Y	Social Media Marketing & Communication	y
Course and Turf Management		Membership Administration	y	Website Development	

Personal Bio:

I am an ambitious, highly productive and creative Events Management student currently looking for a placement in the events industry.

Ideally specializing in marketing, PR and design within the corporate, however wishes to learn and improve skills in all business areas. Available to start a full time placement from June 2013.

Previous Experiences:

- **Quintessentially People, Dec-Jan 2013**
Head hunted by Quintessentially People to work over the Christmas period as a nanny for a family in Norway.
- **Re_Hospitality, November 2011**
Twickenham Stadium, England Rugby vs New Zealand. Responsible as a VIP host within one of the VIP boxes for a corporate party booking of 100 customers.
- **ITV Home Economist, summer 2012**
Preparing recipes and styling the cookery table for an on-going television series “my tasty travels with Lynda Bellingham” ITV 1.
Skills included good time management, improvising, planning, organisation with everything to hand on film site.
- **Absolute Taste, summer 2012**
Absolute Taste, one of the leading catering and event design companies with an impressive portfolio of clients.
Responsible for event setup and breakdown, waitressing, event planning, and helping out in all areas of the events
- **Street Food Catering, The Stock Pot, April-May 2011**
Providing street food using organic and locally sourced ingredients in Southbank, London for E4 Udderbelly event
Chance to experience an E4 event and network with the events staff and stakeholders
- **L’amour Events Event Catering, September-November, 2010**
Part time event catering for a small business in Bondi, Sydney, Australia. Skills in producing Kosher catering events
- **Sweet Pea Catering Ltd, Wiltshire, Sept-Nov 2009 & May-July 2010**
Small events team catering for weddings and corporate lunches. Strengths in event management skills
- **Self Employed Freelance Catering, 2008-2012**
Afternoon tea buffet: freelance catering for a funeral within Wiltshire for 40
Golden Wedding Anniversary: summer buffet lunch for 50 within Somerset
Ladies lunch, a buffet style lunch for a 50th birthday party within Wiltshire for 17
Plated dinner Parties and Canapé Parties
Supplying a local deli with homemade cakes, pastries and edible gifts on a weekly basis

University Roles

- **2012/13 Vice President Business Mania**, Bournemouth University
Business skills, networking and managing an entrepreneurial club for students
- **2012/13 Media Officer for the Events Society**, Bournemouth University
Using social media to promote events planned within the committee
- **2012/13 Volunteer for Young Enterprise**, Bournemouth
Developing enterprise skills by working to help mentor children in local schools
- **2012-Rise to Ambassador, Prelude Group**, London
Promoting Rise to, organising campaigns for young people to enter the Rise to challenge, networking events and workshops. Exclusive network of enterprising individuals connecting with Britain’s most entrepreneurial businesses providing skills to become successful.
- **Dynamo Enterprise Challenge 2012**, Southampton
12 selected students from each of the six universities, including Bournemouth University completing an enterprise challenge set by a business from the region. Listening to inspirational speakers. Team building skills: managing different personalities and ways to cope under difficult situations whilst making the most of everyone's ideas. Quick thinking, pitching business ideas and developing skills that are desirable to future employers.
- **I.T. Skills**: Competent knowledge in using Microsoft Word 2010, Excel, PowerPoint and Outlook Express
- **2009-2011- Social Enterprise**. Management and running of my own private catering business, including costing, client briefs, networking and cooking.

Volunteer Experience

- **Young Enterprise Volunteer**, on-going. Responsible for running a class around 16 students aged between 13-18 years old teaching workshop such as interview techniques and c.v writing,.
- **Nike Run to the Beat Half Marathon, O2 Arena London 28th October 2012**
London's music half marathon, O2 Arena. Directing athletes, helping at the start/finish, providing information for spectators, handing out the medals. Worked as part of a team of one on of the UKs most prestigious events. Organised by IMG World.
- **Bournemouth University Students Union BUnique Week 2011**
Managing students to get involved with clubs, societies and volunteering opportunities.
- **Real Organic Food Festival- Bristol, 2011**
Skills in sales and customer service whilst promoting organic wines to local customers.
- **Marks and Spencer -Head Office, Product Development, 2011**
Internship planned with a variety of roles within the cycle of product development and marketing.
Fantastic insight to the requirement carried out in new product development for M&S Food.
Competitive hands-on experience with one of the UK's leading first to market food retailers.



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