

## PERSONAL INFO

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### LinkedIn

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## PERSONAL SKILLS

- Good Communication, Report Writing & Problem-solving
- Positive Attitude, **Establish Rapport**
- Capacity for Self-assessment and Questioning
- Group Learning **Facilitation**
- Forward-looking Work Approach

## SOFTWARE MASTERY

Alma School Management

Moodle

Teamviewer

SPSS

Miro Whiteboard

## SKILLS

- In-group & One-on-one Guidance
- Employability Coaching
- CAIG
- **Facilitation Skills**
- **Social Media**
- **Write Content** for Dept Blog
- Verbal/ Non-verbal **Communications**

## PROFESSIONAL TRAINING

OCR Level 6-Diploma in OCR Level-in Career Guidance and Development (QCF) at **Call of the Wild Training Ltd**, Abercrave, Swansea, UK (exp. Dcemeber 2022)

# JAMES MADDISON

EMPLOYABILITY ADVISER (Graduates)

## PROFILE SUMMARY

- Design and deliver bespoke employability programmes training undergraduates and graduates, especially from the Widening Participation and BAME communities.
- Mentored 279+ Brunel University graduate job seekers since 2017 to gain employment in government, business & finance, IT, healthcare, and science & technology fields.
- Deliver and develop training programmes for face to face and live **online learning** on job-finding using **IT applications**— Skype for Business, and Zoom  
Seeking **Higher Education** Employability **Adviser** role at University of Sheffield - <https://www.sheffield.ac.uk/> to offer more significant opportunities to reach and impact wider audiences.

## CORE COMPETENCIES AND ACHIEVEMENTS

### Employability Mentorship

- Spearheaded employability mentorship at Brunel University developing a step-by-step blueprint to guide 32 students from minority group forum who acquired skills, including digital marketing, business analysis, branding, project management, and management consulting.

### Educational Programme Design

- Designed, planned, and delivered employability courses at Brunel University, prepared assignments, and seminar briefs, and used virtual learning environments (VLE) such as Moodle, ensuring interactive and engaging delivery to students

### Teaching and Education Management

- Taught employability and enterprise management at Brunel University as a course leader and reduced the failure rate by 25% motivating students and deploying systematic teaching strategies.

## RELEVANT EXPERIENCE

### EMPLOYABILITY ADVISER | Job Pippins, London | JUN 2017— PRESENT

- Guide job seekers via Skype on the most effective methods of self-marketing, networking, and relationship building making them land jobs quicker
- Advise on employment trends, job search insights, and interview preparation resulting in job placements
- **Collaborate with team leader and coordinate** CV improvement workshops leading to candidates landing more interviews

**Key Achievement:** Created two online **careers** platforms ([www.seethrough.com](http://www.seethrough.com) and [www.nascentconnect.com](http://www.nascentconnect.com)) providing tailored employment-finding support services, especially to marginalised groups.

### EARLIER EXPERIENCE

*PhD Tutors*, London, UK (*EDUCATION CONSULTANT*) JUN 2012— MAY 2017

*Uxbridge College*, London, UK (*QUALITY CONTROLLER*) JAN 2012— MAY 2012

## EDUCATION

### BSC in Education Management | 2009—2012

University of Bristol, England