

Grace Lawton

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Personal statement

I am a hardworking, enthusiastic individual with excellent time management and organisational skills, I have a first-class law degree and a 2:1 masters degree in International events management. I am currently seeking a position within the events industry so I can put my skills and knowledge to use.

Employment History/ Work Experience

Steward- Co Op Live Arena, Manchester (April 2024- Present)

- Carrying out pre/post event safety checks
- Monitoring the crowd to look out for hazards
- Reporting any potential hazards to supervisor via radio
- Ensuring guest satisfaction by listening and communicating effectively
- Ensuring a smooth process during ingress and egress
- Being up to date with health and safety laws etc

Event and Activities Coordinator- The Old Rectory Nursing Home, Warrington (June 2023-Present)

- Planned events and activities for the residents
- Ensured budgets were stuck to and met when planning
- Gain administrative knowledge
- Ensuring health and safety measures were taken out

Events and Meetings Assistant- Hotel Football, Manchester (January 2023-July 2023)

- Planning and delivering all different types of events and meetings
- Overseeing on event day
- Supporting the event coordinator when executing the event
- Ensuring that everything runs smoothly on event day
- Ensuring the needs of the audience/ client are met
- Setting up the venue for different types of events

Download Festival- Arena Steward

- Crowd control; ensuring the safety of attendees
- Directing attendees to the right location
- Carrying out pre and post event safety checks

Event Assistant- Craffhouse Creations, Warrington (Freelance)

- Supporting the events managers with the planning of events
- Giving administrative support
- Gave ideas on set designs for events and festivals and helped with the making of these sets
- Helped publicise events using social media platforms to attract customers

Social media Content Creator- Stone House pub, Warrington

- Producing and sharing content for social media platforms
- Publicise weekly events to attract customers
- Responded to comments and messages in a professional manner

Waitress- The Dining Room Cafe, Warrington

- Provided excellent customer service in a fast-paced environment by ensuring that all guests received a prompt and attentive service
- Consistently adhered to all health & safety regulations and reported any issues immediately
- Developed excellent communication skills through customer & staff engagement
- Accurately processed customer bills and payments

Contract Law work experience, AVECTO, Manchester

- Reviewed customer mutual non-disclosure agreements
- Reviewed and amended supplier contracts
- Updated contract databases with key information & agreed terms for customer contracts
- Undertook different case contracts under supervision

DWF Mentoring scheme- Manchester

- Developed my legal skills and knowledge as well as obtained careers advice
- Gained experience in IT, especially Microsoft office
- Received coaching to gain a better understanding of the legal profession
- Gained great organisational and time management skills

Education

Manchester Metropolitan University; International Events Management Master's
((September 2022- 2023))

Degree classification; 2:1

Manchester Metropolitan University; LLB LAW
(September 2018- 2021)

Degree classification; 1st Class

Key Skills attained from university:

- **Time management & organisational skills-** Ability to deliver key workstreams to a high standard and adhering to strict deadlines.
- **Problem solving-** Demonstrated as part of my course when completing tasks and assessments.
- **Public speaking-** demonstrated through my first class in mooting and interview skills

- **Leadership-** Ability to manage and motivate peers to help achieve high standards of work in group related studies.
- **Event management-** Ability to run events, from production to budgeting

Birchwood College, Warrington

(September 2016- September 2018)

A-levels/ BTEC

- Law- A
- Public Services- Distinction*
- English Literature- C

Sir Thomas Boteler High School, Warrington

(September 2011 – September 2016)

8 GCSEs, grade A-C, including maths and English

References

References are available upon request.