**OLIVIA WOOD CURRICULUM VITAE**

**PERSONAL PROFILE**

I have just completed my studies at Leeds Conservatoire and looking for a full-time job, based in London. As a person I am friendly and easy-going and I believe that I am hard-working, punctual, reliable, determined, passionate and dependable. I can prioritise tasks in ranking of importance, and I can get tasks done efficiently and to a high standard.

Having worked in retail, hospitality and behind the bar, I understand what a high level of customer service means, and I can provide this easily. Furthermore, I love working in a team and in a job that is busy as I find this most fulfilling.

At school and college, I took on roles of responsibility such as being a Prefect and a Student Council Representative which involved getting feedback from my peers and relaying this back to the teachers and senior leadership team. These were great roles to build confidence, leadership and teamwork skills and enabled me to work in customer service as I had already built the skills to succeed in subsequent jobs and future jobs. Following this, I took on the role of Student Experience Representative for Songwriting Year 1 at University, and I really enjoyed the responsibility and creativity of the role. I am now running an all-female and non-binary awrd-winning music collective called Athena Collective; which has 70 members currently and I am looking to grow this further and wider into the music community in Leeds and hopefully other cities in future such as London. This involves event management, social media creator, marketing, promotion, poster design, networking and gaining a range of venue and industry contacts.

I studied a Level 3 Diploma in Songwriting at the Academy of Contemporary Music (ACM) in Birmingham which allowed me to build my confidence and approachability as a person to work and collaborate with many different people making me more personable and open-minded to new opportunities, tasks, and challenges.

I have a wide range of experience from school, college, university and in employment in previous job roles in retail and hospitality and combined with my experience in event management from arranging, promoting and marketing my own gigs, alongside my work at Underneath The Stars festival- assisting with event production, traffic management; artist liaison, rotas and volunteer management- I feel like I have all the skills I need to succeed in a wide range of roles. These include: A&R; event management and production; festivals, bar, customer service, hospitality, songwriting, performance and tour management. I always try my best and put everything into every job I do as I love helping people and working with others or working independently.

**PERSONAL DETAILS**

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| Olivia Megan Wood  6 Auckland Road, Clapham, Wandsworth, London  SW11 1EP  07400 705822 (mobile and best contact)  olivia.m.wood@outlook.com | | | |  |
| **WORK EXPERIENCE** | | |  |  |
| January 2016  September 2019  November 2019-August 2020  September 2020-August 2021  January -March 2022  June 2022- May 2024  July 2022  October 2022-July 2024  July 2023- May 2024  August 2nd-7th 2023  August 23rd-28th 2023  September 2023-May 2024  September 2023-ongoing  November 2023-May 2024  Ongoing since 2019  1st June 2024 ongoing  1st July-November 2024 | | Bullivant Media distribution of weekly papers-joint round with brother  Volunteer every week at Barnardo’s Parkgate shop; working on the shop floor. Till work including cash handling and card payments, serving the general public and putting stock on the shop floor and organising and tidying the shop floor.  Worked every weekend and occasional weekday shifts in the holidays or for stock take etc. at Vinegar Hill, Stratford-upon-Avon.  This involved handling cash and card payments, till work, talking to staff members from other stores on the phone, packing and sorting web orders, basic excel spreadsheet and other documentation work; helping customers, posting packages at the post office, collecting change orders, welcoming customers; stock replenishment and keeping the store presentable, aesthetic and tidy so the customers have the best possible experience.  Working weekends and weekdays at the Fourteas Tearoom in Stratford-upon-Avon. Duties include taking orders, making tea, serving food, tidying tables and re-setting tables. Preparing scones and cakes. Tidying up the bakery section and the kitchen. Cleaning the toilets; sweeping, dusting; mopping and hoovering.  Working weekdays at Pasta Romagna alongside studying at University in Leeds. Duties included taking orders, till work, preparing and serving food; cleaning tables and the shop floor and loading the dishwasher. Left due to term time commitments to my degree.  Working at The Wharf Tavern (Greene King) pub. This involves till work, pouring pints and ales, making drinks and desserts; serving and preparing food and coffee and maintaining a high standard of customer care, service and presentation in the restaurant area. Return for shifts out of term time. Now progressed to a team leader/shift manager role which involves counting the tills, safe, floats and kitchen/line checks. Also dealing with customer queries and complaints/refunds.  HAP Solutions Bartender at Rewind North. Serving and preparing drinks, re-stocking the bar, till work.  Working as student casual at Leeds Conservatoire on the Performance Resources/Facilities Counter. This involves loaning instruments, instrument recommendations, re-stringing guitars, amp testing, instrument identification and maintenance, admin, labelling and barcoding and customer service.  Dog walker in Solihull area. Involving lone working, dog walking, dog feeding, dog transportation in my car.  Worked at Underneath The Stars Festival in Barnsley as an assistant event manager. Role included: traffic management, public queries, public complaints, sorting rotas, managing volunteers/staff and directing them on shift times, briefings and locations. Helping with set up and take down/cleaning and production areas. Helping in the backstage areas and with food/water/camping supplies. Working in a team, alone and outdoors all day and long shift patterns.  Worked as part of Alpine Pizza Company at Leeds Festival in the main stage arena. This involved kneading dough, making pizza bases, topping pizza bases, using the pizza oven, service, taking orders; cleaning and re-stocking; and using a chip fryer. Camped at the festival for 5 days and helped with set-up and take-down, including long shift patterns.  Working as a bartender and Team Leader at Bowers Tap, Leeds. Work includes, preparing and serving drinks, glass collection, making cocktails and coffees. Cleaning tables, waitressing, general cleaning, bar set up and take down and working in a small team, in a consistently busy and loud environment. Management duties include tills and safe counts/floats, AWP machine refills and checks, kitchen checks, key holder etc.  Running and managing events for ATHENA Collective in Leeds. Hosting gigs at venues such as Left Bank Leeds- in collaboration with Sofar and Hyde Park Bookclub. This role includes: social media management, content creation, marketing and promotion, relationships manager and finance/advance settlement creation; Microsoft Office and Excel skills.  Volunteering at HEART Headingley. Helping to book, plan and run events in advance and on the night. Including greeting, ticketing, stage management and set-up, artist liaison, event management, booking and teamwork.  Freelance musician and songwriter/performer. Booking, planning, finance managing and organising solo, duo and band gigs across London, Leeds and Birmingham. Playing at venues such as Belgrave Music Hall, Oporto, Northern Guitars, Hyde Park Bookclub, The Sunflower Lounge and HEART. Featured several times on BBC Radio Coventry and Warwickshire. Part of the NWTC artist roster, playing at The Botanist sites across the UK. Released 3 EP’s and singles across the last 5 years.  Chef and barista at The Cozy Bean Café in Clapham Junction. Duties include: preparing food and drink such as breakfasts, sandwiches, paninis, coffees, milkshakes, smoothies and frappes; close down of café; serving customers, clearing.  Brighton Early Music Festival Trainee. Duties involving: artist liaison, administration, event planning, logistics, team work, working with young people and children and event management. | | |
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**EDUCATION AND QUALIFICATIONS**

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| 2014-2019 | Light Hall School  GCSE’s taken May-June 2019  Official GCSE Results below  English Language-9  English Literature-7  Maths-8  Biology-8  Chemistry-8  Physics-8  Art & Design-5  Drama-8  French-8  History-9  Life & Morality-9 |
| November 2014 | Trinity College London  Grade 1 classical guitar awarded with Merit |
| May 2015 | Trinity College London  Grade 2 classical guitar awarded with Merit |
| June 2016 | Trinity Colllege London  Grade 3 classical guitar awarded with Distinction. |
| April 2017 | Trinity College London  Grade 4 classical guitar awarded with Distinction |
| December 2017  July 2018  April 2019  September 2020  August 2021  September 2021-July 2024  References: | Trinity College London  Grade 5 classical guitar-awarded with Distinction  Trinity College London  Grade 6 classical guitar-awarded with Distinction  Trinity College London  Grade 7 classical guitar-awarded with Pass  Trinity College London  Grade 8 classical guitar-awarded with a Pass  Level 3 Diploma with a Distinction in Songwriting  BA Hons in Songwriting Awarded with a 2:1  Key Modules:  Business and Entrepreneurship: 1st  Event Management: 1st  Songwriting: 1st  Lyric Writing: 1st  Please contact Danny Cope (Head of Pop and Songwriting Department at Leeds Conservatoire) for music related references.  Email: d.cope@lcm.ac.uk  Please contact Miles Hewitt (manager) from Vinegar Hill Stratford-upon-Avon  Email: [meerst@vinegarhill.co.uk](mailto:meerst@vinegarhill.co.uk)  Store Number: 01789 415191  Please contact Ashley Collins (manager) at The Wharf Tavern, Hockley Heath  Email: [6952@greeneking.co.uk](mailto:6952@greeneking.co.uk) |
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