

# Samantha Allum

LinkedIn: <https://www.linkedin.com/in/samantha-allum/>

Address: Guildford, Surrey

Mobile: 07502 597883

Email: samallum17@gmail.com

A reliable and hard-working second year Business Management student with practical financial experience working in small businesses. I also have an interest in the media industry with practical experience in broadcast and management. Currently looking for an internship to expand my financial and management skills.

## Education

BSc Business Management, University of Surrey (2021 – 2025)

Year one average grade: 73%

Relevant modules include: Financial Accounting, Operations Management, Organisational Behaviour and Analysis, and Finance for Business

Topics covered in these modules include: Management and leadership techniques, Financial documents, Operational efficiency, Enterprise skills, and Project work.

Skills I have developed in both theoretical and practical elements:

- Operational skills: Supply chains, Customer management, Product development
- Financial skills: Analysing and creating financial documents such as a Statement of Financial Position
- Professional skills: Project management, Team Collaboration, Report generation, Presentation skills

Windsor Girls' School (2016 – 2021)

A-levels: Business (A), Geography (B), Mathematics (C)

9 GCSE's including Mathematics, English Literature, and English Language

## Relevant Work Experience

Team Member and Technical Assistant, University of Surrey Student's Union (2022 – Present)

- Serving customers in a high-pressure environment, ensuring a fast and efficient service and that the venue is fit to open
- Communicating with the team and superiors to ensure efficient working of the venue
- Ensuring technical equipment within the venue such as lighting and sound is fit for purpose and works safely

Broadcast Assistant, GB News (May 2022)

- Assisting with outside broadcasts on live shows, including set up and pack down of broadcast and sound equipment throughout the venue
- Communicating with the broadcast lead and sound engineers to ensure effective set up of equipment as well as working with producers to ensure successful running of the show

Electoral Services and Count Assistant, RBWM (April – May 2021)

- Working in a team to ensure all resources were in place and ready for polling stations throughout the Borough
- Learning about the processes in place when preparing for an election including site visits and staffing
- Assisting in the count team to ensure votes were collected and recorded in a proficient manner

## Volunteering

### Treasurer and Member, Surrey Stage Crew (2021 – Present)

- Operating and maintaining audio-visual systems for events of varying sizes including event lighting, sound, stage management, and video/broadcast
- Responsible for managing the cash flow of the society and ensuring payment and reimbursements are approved promptly as well as aiding in the administration of the society
- Communicating with other members of the university community to help organise and provide technical support for large scale events
- Production of live events involving organising and communicating to a large team of people

## Other Work Experience

### Student Ambassador, University of Surrey (2021 – Present)

- Working in a large team to encourage and advertise the university to prospective students both on campus and at external higher education events
- Providing tours and information to prospective students and families
- Administrative tasks within the team including organisation for events and team management

### Teaching Assistant, Binfield CofE Primary School (10-12 July 2021)

- Working with other adults in a team of 4 to ensure all tasks were completed and organised efficiently throughout the day
- Working with young people throughout the day and ensuring minimal disruption to their school day
- Helping with planning and organising activities and lessons for a class of 30 year 2 students including ensuring all resources were prepped ready for the day

## Additional Skills

- Proficient in MS Office applications
- First Response Trained
- PAT testing certified

**References are available on request.**