

Date of birth: **February, 1997**

Address: **Southampton, Hampshire**

Katja Stout

SELF MOTIVATED, RELIABLE, RESPONSIBLE

A self-motivated, reliable and responsible chemistry student seeking a summer internship to compliment my degree programme, which will utilise my customer relations and organisation skills developed through my full-time work in the marketing department of a small international firm, part-time work as a member of the bar staff at a local community hall and temporary work as a sales assistant.



EMPLOYMENT ::

(for full employment history, view [LinkedIn profile](#))

Summer Placement Student/ June 2016 – September 2016 University of Southampton Level 4 Teaching Laboratory

As a summer placement student in the Level 4 Teaching Laboratory my key role involved managing the production of teaching guides on how students should write lab reports and lab books. This required me to coordinate the production of the audio and visual elements and combine them to produce the finished products to a deadline.

Marketing Intern/ June 2015 – February 2016 Virtual Subsidiary

Working closely with colleagues in data collection for HandCrafted Data (www.handcrafteddata.com) and independently on projects for clients. Also involved in composing and sending email marketing messages in HTML and plain text. Experience with creating websites for a range of purposes using online clients and small HTML adjustments. Management of company social media accounts and creation of blog posts for company blogs.

Bar Staff/ June 2015 – Present Burnham Park Hall

As a member of the bar staff team at Burnham Park Hall. I work closely with my colleagues to ensure that every customer is served as promptly and efficiently as possible. Excellent customer service skills are essential in making every customer feel valued. This is displayed in a friendly and approachable disposition, in making an effort to remember the customer's drinks order and how they prefer it to be prepared/served and most importantly in greeting every customer with a smile. Attention to detail is important in making certain that every drink is created to a consistently high standard.

Seasonal Sales Assistant/ December 2014 Mountain Warehouse

As a temporary seasonal Sales Assistant I worked with a small team of colleagues, as part of a much larger organisation, to promote customer service and to improve the customer experience. I was employed to ensure that the shop was presented well and to company standards; with customers to help them find the correct item/garment to suit their purpose and also to increase revenue and reduce unnecessary loss for the company. My warehouse responsibility included ensuring that stock was unpacked, labelled and priced and out on the shop floor as quickly as possible.



EDUCATION ::

University of Southampton/ 2015 - Present

MChem Chemistry with a Year Placement

Burnham Grammar School/ 2008 - 2015

A2: Physics (B), Chemistry (C), Mathematics (C)

AS: Mathematics (b), Physics (b), Chemistry (c), Biology (c), Further Mathematics (d)

GCSE: 13 A8-C

including English Literature and Language, Mathematics and all three sciences.

Lent Rise Combined School/ 2001 - 2008



SKILLS ::

Customer Service



Written & Verbal Communication



Team-Work



Leadership



Adobe Photoshop



SalesLoft Prospector & Cadence



Project Management



French & German



(GCSE at grade A)



AWARDS ::

The Bill Bryson Prize for Science Communication Top 25

Female Undergraduate of the Year Top 20

Bronze, Silver & Gold CREST Awards

Lonza Junior & Senior Scientist of the Year Finalist

Cathie Long Spiritual, Ethical & Intelligence Award

The Ashford Rose Bowl for Community Service

Baden-Powell Award

:: ACTIVITIES/INTERESTS ::

Amateur Photography

Graphic Design

Hiking

Skiing

Reading

Stage Management

GirlGuiding