# **Curriculum Vitae**

### Personal Profile

Raheela Ahmed

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### Educational & Qualifications

* March 2008 – June 2008 **i-to-i 40 hour on-line TEFL course**
* Sept 2004 - June 2007 **Portsmouth University**

-*BA* Drama and English

- Dissertation: Can Prison theatre be considered to be a form of therapy or just a means of passing time through the use of artistic mediums?

* Sept 1997 – June 2004 **Esher College**

*- A Level:* Business Studies (D)/ English Lit (B) / Theatre Studies (B)/

- *AS- Level* French (C) AS Level Critical Thinking (D)

* + - Sept 1997- June 2002 **Coombe Girls School**

**-** *GCSE:* English (B,B), Maths (B), Science (B,C), French (C), Drama (A), Geography (C), Technology (C), I.T (C)

### Work History

|  |  |  |
| --- | --- | --- |
| 2007-2008 | *Oct- June* | **Scotia Gas Networks-**  *Network Dispatcher for British Gas and National Grid- Dispatching engineers to gas escapes throughout the South of England.* |
| 2007 | *Aug-Oct* | **Sure Start Somerstown**  *- Admin asst/ receptionist* |
| *2006- 2007* | *Mar- Jun* | **Becketts Wine Bar**  - *Waitress/ Customer Service* |
| 2006 | *Aug* | **Portsmouth City Council**  **-** *Administrator to the Temporary Register – Recruitment applications/ CRB checks* |
| 2006 | *Mar-June* | **Somers Park Primary School**  - *Assistant Teacher/ support for reading & writing/ extra curricular leader (dance instructor).* |
| 2006 | *Apr- Aug* | **Goldsmiths After School Club** |
| 2005 | *Jun- Aug* | **PGL Holidays- Le Châteaux De Grande Romaine**-  - *Team Leader/ Kitchen Assistant/ Support teacher.* |
| 2005 | *Feb- May* | **The Listening Company**  **-** *Telesales, courtesy calls made on behalf of Axa PPP Health Insurance.* |
| 2002-2005 | *Nov- Dec* | **Next Retail**  - *Sales assistant. Replener, administration and Till user* |
| 2000-2002 | *Dec- Oct* | **Blake’s Fine Menswear**  - *Sales assistant/ customer service* |

Work Experience

* + - Le Centre Loisirs, Paris*: I worked with children from the ages of 6-18 doing extra curricular activities and education programmes held throughout the summer. It also improved my French skills.*

2001

* + - Reed Connections, employment agency – *Administration*

**I.T Skills**: - Confident user of all Microsoft Office applications, Email &

Internet.

- 60 – 75 WPM.

- Maximo/ Click Schedule/ Esendex/ Lotus Notes

### Other

**Stripped Theatre:** *Theatre Company established by university: Core actress, marketing and advertising director. I conducted extensive market research in the entertainment industry and had to devise several methods to promote this play e.g. website, radio, flyer, TV interview.*

**Voluntary work Experience**: (2007- Current) Motive8

- Putting youths back into society

- Crime prevention programmes

- Education and rehabilitation

### Additional: Member of the Air Training Corps for six years

* + Reading, listening to music, writing, going to the theatre
  + Dj – Breaks
  + Netball Captain (2000- 2003)
  + First Aid Trained
  + Bronze/ Silver D of E

References: Available on request