

Poppy Lewis

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PROFILE

Motivated and hardworking final year Politics student with excellent attention to detail, organisation ability and professional written and oral communication skills developed through work placement at the Senedd, previous employment in a Constituency Office and extracurricular activities. Currently seeking a graduate opportunity in a policy related role.

EDUCATION

BSc Econ Politics, Cardiff University **2022-date**

Relevant Modules:.....

Year 2 results:

Year 1 results:

A Levels, Cardiff and Vale College, Cardiff **2019-2021**

Politics (A), French (A), Welsh (A*), History (B)

GCSEs, New Estate High School, Cardiff **2014-2019**

A - Geography, Art, Welsh, History, English Language, Literature

B - Double Science, Maths, French, German

RELEVANT EXPERIENCE

Placement, The Senedd (1 day per week) **Sep 2023-present**

- Analysing policy documents for key facts to summarise for the Assembly Member to read
- Researching and cross referencing policy documents
- Filing research requests to research departments
- Attending and observing committee meetings, stakeholder discussion groups and cross-party working group meetings
- Currently producing a policy report on

Work experience at London think tank 'The Institute of Ideas' **August 2023**

- One week observing work systems and conducting research for an annual festival which brings together professionals to discuss social, cultural, scientific and political issues
- Worked as part of a team on project work, networked with those at the cutting edge of current affairs, and improved my knowledge of contemporary issues and my research methods

Office Assistant (Part-time), Labour Constituency Office, Cardiff **Summer 2022**

- Communicated with constituents and dealt with enquiries in person, via email and by phone
- Liaised with travel firms and Westminster to organise travel arrangements
- Assisted the constituency team with research, compiling reports and minutes
- Responded to press enquiries and drafted press releases in an effective manner and in line with confidentiality policies
- Developed an awareness of how party politics works on the ground

RELEVANT SKILLS

Languages:	Fluent Welsh speaker, conversational French and German
Communication:	Developing strong written and oral communication skills at the Senedd to absorb complex information and present it to different audiences in a clear and accessible way
Research:	Demonstrating effective research and analysis skills (including quantitative and qualitative) in preparation for my dissertation on '.....'. Writing for student newspaper involves researching topics thoroughly to ensure clear, accurate information is communicated to the reader
IT:	Confident user of Word, Excel, PowerPoint, Outlook, MS Teams and Zoom.
Organisation:	Excellent organisation was vital within a busy constituency office, to respond to constituent enquiries quickly and efficiently, to track priorities and work to deadlines

OTHER EXPERIENCE

Sept 2021– Aug 2022 Pensions Telesales, Legal & General, Cardiff

- Gap year work taken to help fund degree
- Contacted prospective clients on a 'cold calling' basis and marketed the range of pensions services
- Arranged follow-up appointments with pensions personnel
- Exceeded monthly target by 10% on three occasions

Oct 2019 – March 2020 Waiter (evenings), Pizza Hut, Cardiff

- Worked as part of a team to take orders, serve and clear tables, ensuring maximum covers during very busy shifts on Fridays and Saturday evenings
- Dealt with customers in a polite, friendly manner and provided efficient service which led to excellent customer reviews and recognition as Employee of the Month twice in 6 month period.

INTERESTS AND ACHIEVEMENTS

Leadership Program	Completed the Uprising Leadership Program (2021) which developed my leadership, public speaking and organization skills. Currently running a Women Empowerment Campaign in Cardiff and Newport as part of the Uprising social action program
Student newspaper	Regular contributor to Gair Rhydd, for the Politics section, including articles on the Rise of the Democratic Revolution and The Battle for Europe's Presidency.
Politics Society	Member of the Cardiff University Politics and International Relations Society since year 1, participating in discussion forums, attending careers events and guest speaker sessions.
Netball	Enthusiastic player at school, representing South Glamorgan in two tournaments. At University, played for the Law and Politics team throughout first and second year.
Mentoring:	Student Tutor, acting as a Higher Education Mentor for school pupils in a local secondary school. Gave talks on student life and career objectives to groups of Year 12 pupils.

References available