

Sarah Jones

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Motivated and highly organised Geography and Planning graduate with RTPI accreditation and experience in urban planning and design. Working knowledge of the functions of a local authority planning department, and all relevant planning legislation and guidance, developed through placement year. Excellent customer service and communication skills, now seeking a role in town planning.

EDUCATION

BSc Geography and Planning with Professional Placement, Cardiff University **2020 – 2024**

- Relevant modules: Places and plans, Key issues in urban planning, Sustainable development: Concepts, practices and challenges, Regulating development: Planning law and policy
- Projects: Dissertation on the impact of cycle lanes on commuting trends
- Result: 2:1

Stroud High School and Sixth Form **2013 – 2020**

- A Levels: Geography A, Biology A, Maths B, AS Economics B
- GCSES: 9 x A*-C, including maths, English and science

RELEVANT WORK EXPERIENCE

Assistant Planner, Vale of Glamorgan Council **Sept 2022-June 2023**

- Worked within local authority planning department for professional placement, gaining knowledge of the functioning of a local authority
- Dealt with planning and related applications, building up a working knowledge of relevant legislation, including legislation around conservation and heritage issues
- Assisted with producing statements for planning and enforcement appeals
- Responsible for the preparation of statutory and non-statutory plans
- Developed ability to communicate effectively with a wide audience through liaising with colleagues, managers, the public and the wider council

Student Planner, Stroud Planning group **July 2021**

- Four-week placement within large, private planning organisation
- Attended site visits and meetings with clients alongside senior planners, developing a thorough knowledge of the role of a planner
- Conducted research on a range of active development projects, including one large heritage project
- Presented a report to the team and directors on the three research projects carried out

RELEVANT SKILLS

COMMUNICATION:	As an assistant planner in a local authority, I regularly dealt with enquiries from members of the public. In some cases these were complaints with regards to a planning application, and it was important that I listened to the client and responded effectively to their needs.
WORK UNDER PRESSURE:	During my four-week placement as a student planner I was given three research projects to complete by the end of my placement. I had to prioritise effectively and be highly organised to ensure I met the deadline.
INITIATIVE:	Working on the shop floor at Tesco it is important stock is displayed appropriately. When navigating around the store I endeavour to organise stock when necessary.
CUSTOMER SERVICE:	Providing excellent customer service is paramount in my role at Tesco. I always greet customers warmly whilst moving around the store and ask if they would like any assistance with their shopping. When dealing with any issues or complaints I always ensure that they are resolved in a timely manner.

OTHER WORK EXPERIENCE

Sales Assistant, TESCO	2023 - Ongoing
<ul style="list-style-type: none">• Served and advised customers with their shopping lists, ensuring excellent customer service at all times• Worked on the tills taking cash and card payments• Managing stock on the shop floor and in the warehouse, arranging goods on displays and on shelves	
Student Ambassador, Cardiff University	2021-2022
<ul style="list-style-type: none">• Representing the department of Geography and Planning at open days• Engaged with potential students and their families to share experience of studying at Cardiff and assisting visitors in finding their way around campus	

INTERESTS or OTHER COMPETENCIES

LANGUAGES:	Fluent in French, self-taught during summer holidays in France.
VOLUNTEERING:	Lead volunteer on a befriending project for the elderly.
IT:	Excellent knowledge in Microsoft Office packages.
SPORT:	Active team member of Cardiff University Netball Club.

REFERENCES

<i>Dr Chang, Cardiff University</i>	ChangM@cardiff.ac.uk / 02920 764000
<i>Jackie Rowlands, Vale of Glamorgan Council</i>	jrowlands@valeofglam.gov.uk / 01446 888978