

Ravi Singh

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Personal Summary

Dedicated third-year student at Cardiff University, pursuing a BA (Hons) in English Literature and History, with a predicted 2:1. Academic journey has cultivated an appreciation for the relationship between literature and historical contexts, while developing both analytical and critical thinking skills. Experience as the Editor for the award-winning student newspaper, “Gair Rhydd” which has increased editorial and leadership capabilities. Currently seeking an editorial role within book publishing.

Education

BA (Hons) English Literature and History, Cardiff University 2021 - Present

- Relevant modules: Writing at university and beyond, Reading history, Contemporary literature and culture, A history of books from parchment to pixel, Literature for all.
- Explored interdisciplinary connections between literature, film, art, music, history, language, and popular culture.

Cardinal Newman Catholic College 2019-2021

A-Levels: Graphic Design: A*, English Literature: A, History: B

GCSEs: 10 GCSEs grade A* to C including English Language, English Literature, Maths and Science

Relevant Experience

Editor, Gair Rhydd. Cardiff University 2023-Present

- Crafted compelling editorials and opinion pieces, with a particular focus on articles about the arts and culture in Wales.
- Proofread articles to ensure clarity, coherence, and correctness.
- Guided and mentored team members through regular supervision sessions, fostering a collaborative working environment and supporting the development of the team.
- Managed publication schedules and adhered to legal and ethical standards.
- Nominated for ‘Best Arts and Culture’ piece for Review of Artes Mundi at Amgueddfa Cymru - the biggest contemporary visual art exhibition in Wales: <https://cardiffstudentmedia.co.uk/gairrhydd/culture/artesmundi>

Private Tutor 2023-Present

- Designed engaging lesson plans and employed diverse teaching strategies, taking into account individual student needs.
- Demonstrated deep knowledge of English literature and analysis techniques.
- Utilised engaging activities to develop pupils knowledge and understanding.
- Assessed student work, provided constructive feedback, and tracked progress.

Key Skills

- **Meeting deadlines:** Crucial in the role of Editor for the student newspaper, Gair Rhydd, where effective management of publication schedules was essential for the successful and timely release of the monthly publication.
- **Attention to detail:** Demonstrated through employment at Retrocards, where it was vital to provide a positive shopping experience for customers by meticulously managing product displays and promptly addressing customer needs, ensuring high satisfaction levels.
- **Communication skills:** Employed as a Private Tutor, where it was necessary to design engaging lesson plans, provide constructive feedback, and track student progress effectively for over 50 students.
- **Teamwork:** Worked as part of a high-performing bar team in a busy city-centre venue, communicating constantly to prioritise orders, restock stations, and manage customer flow. Supported teammates during peak periods, helping the team consistently meet service targets and deliver a positive guest experience.

Other Experience

Bar staff, Kapu Club, *Cardiff*

Sept – May 2022

- Memorised over 25 cocktail recipes and learnt qualities of an extensive wine list enabling recommendations to customers whilst maintaining a quick turnaround and high level of customer service.
- Effectively multitasked in a busy club environment, ensuring all tasks were completed in a timely manner and to a high standard.
- Boosted sales by 12 % through effective promotion of products and services.

Retail Assistant, Retrocards, *Brighton*

2019-2022

- Ensured a positive shopping experience for customers.
- Maintained accurate stock levels by carrying out regular inventory checks, rotating products, and coordinating with the stockroom team to ensure shelves were consistently replenished.
- Resolved customer issues promptly and maintained high level of satisfaction.
- Collaborated with colleagues to achieve store goals and manage peak times.

Interests and Achievements

- Member of Cardiff University Book Club – attend weekly meetings where we discuss and review current reads, along with discussions around broader topics of genres, authors and various other literature related themes.
- Cardiff Award (2023) - enhanced confidence through self-awareness and developed employability skills through completion of Cardiff University's employability award.
- Gregynog Conference Attendee (2023) - participated in a medieval literature conference.
- Duke of Edinburgh Bronze Award (2019)
- Lifeguarding Qualifications, certified in life-support and water rescue techniques, demonstrating first aid and emergency response skills.

References available upon request