

# SARAH JANE DUNCAN

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I have an MA (Distinction) in Professional Acting and a 2:1 Bachelors Geographical Studies Degree. I have work experience within a variety of Industries, from Marketing and Sales, to corporate role player, school cover supervisor, acting, voice over work, Student support worker and presenting etc. I have always opened myself up to the challenges and experiences to be gained in different employments. With all this experience combined, I feel I bring a variety of strong adaptable skills to anything I do.

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## Education and Qualifications

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### 2012 – 2013: Academy of Live Recorded Arts | Masters in Professional Acting – Distinction

- Trained in Theatre, TV, Radio acting and voice

### 2006 – 2010: University of Glasgow | Master of Arts (Social Sciences) in Geography honours 2:1

- Developed geographical techniques and research skills

### 2000 - 2006: The James Young High School

*Highers:* English (A), Biology (A), Geography (A), Product design (A), Drama (A)  
Maths (B), History (B), Religious Education (B)

*Advanced Higher:* Geography (C)

## Work Experience

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### Sept 2021 – Present: BLOK | Front of house and Administration duties

### Sep 2020 – July 2021: Woodhey High School | Reception and additional Administration duties

- Taking calls, organising visitors into the school and communications between School staff and parents.

### Mar 2020 – Oct 2020: Government Health Department | Data Management Lead

- Data collection at Covid Test Site

### Aug 2018 – Present: Blue Beetle | Corporate Role Player

- Help train employees on difficult conversation handling

### Dec 2018 – April 2019: PK Education | Teacher Assistant at Elms Bank Specialist School

- Support children with disabilities in school environment

**Sep 2018 – August 2019: Robert Walters | Cover Receptionist & Administrator**

- Managing phone calls, emails, deliveries and filing maintenance issues

**Feb 2018 – March 2020: Essential Education | Supply Teacher at Woodhey High School**

- Cover supervision of students and managing behaviour

**Nov 2017 – May 2019: Clear Links | Student Support Worker**

- Support students with Disabilities, note taking, scribing and study support

**Jan 2017 – Nov 2017: Emirates | Cabin Crew**

- Providing World class customer service in a multi cultural environment where communication is key, as is time management in service provision
- First aid medical assistant on board and safety and security of the aircraft

**Aug 2016 – Dec 2016: Menagerie | Waitress**

- A waitress in a fine dining establishment, providing exceptional service for every guest

**Feb 2013 – Jul 2016: Neighbourhood | Waitress**

- A waitress in a fine dining establishment

**Sep 2010 – Aug 2012: Wolfson Microelectronics | Marketing and Sales Engineer graduate**

- Creating the companies product brochure
- Contacting trade partners worldwide for sales and shipping of product
- Branded merchandise & Events Management Assistant
- Minute Taking for Management

**Oct 2009 – Sep 2010: Disney Store | Store Ambassador and Sales Assistant**

- Awarded silver applause pin in December 2009 for high performance in sales
- Promoted to Disney Ambassador July 2010

**Oct 2008 – Jul 2009: Bank of Scotland | Banking Teller**

- Money management & sales with banking products under pressure of high demand targets

**Oct 2004 – Oct 2008: Playtex Gossards | Sales Assistant**

- Awarded McArthur Glen's 'Employee of the year' certificate for customer service.

## Hobbies & Interests

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- Full clean UK drivers license since 2006
- Professional Acting
- Film [L]  
[SEP]
- Nutrition [L]  
[SEP]
- Yoga [L]  
[SEP]
- Meditation

## References: *Further Details Available on Request*

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- Carol Hill – Woodhey High School – Manager
- Kate Atkinson – Essential Education - Supervisor