

Curriculum Vitae

Sarah Hunt

Overseas Development Institute

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Nationality: British

DOB: 20 August 1982

Qualifications

June 2004, BSc (Hons) Geography, Birmingham University

Posts held:

June 2008 -
current

OVERSEAS DEVELOPMENT INSTITUTE

RAPID Group Administrator

Employment within the Research and Policy in Development Group.
Responsibilities: Providing administrative, financial and secretarial support to the Director of Programmes in managing the Group. Being the first point of contact for Group enquiries, having an overview of Group activities and coordinating the work plans of the Group's administrative support team.

May 2007
June 2008

OASIS UK

Housing Support Worker

Employment within a supported housing project for vulnerable young women.
Responsibilities: Coordinating the referrals and assessments of prospective service users. Supporting residents with access into education and employment, benefits advice, and debt management. Volunteer coordination and supervision, supporter liaison development, and representation of organisation at events. Facilitating relationships with other housing, health and social care professionals, and accurate record keeping.

September
2005
November
2007

OASIS UK

Training Coordinator

Coordination of the Youth Work and Ministry Degree Course and all short courses.
Responsibilities: secretarial support to Course Manager, recruitment and admissions, academic support, finance (coordinating the invoicing and collection of fees), student administration (including database management and design), committee administration,

website management, events organisation, and occasional tutoring.

March 2005
September
2005

Travel and volunteer work

Independent travel throughout Australasia and Asia, including a period of volunteer work in Thailand following the 2005 tsunami.

June 2004-
March 2005

LLOYDS TSB

Customer Service Officer

Employment within the Business Banking Override unit, liaising with business managers and branch staff.

Responsibilities: dealing with queries and requests, data entry, filing and other general administration.

September
2003
March 2005

TRAIDCRAFT

Voluntary worker

Voluntary sales work undertaken in a Fair-trade organisation.

Responsibilities: promotion, sales, attending conferences, representing organisation on steering group for Fair-trade Birmingham (FAB), general administration.

July 2003
September
2003

BIRMINGHAM SOCIAL SERVICES

Receptionist / Administrator

Responsibilities: fielding enquiries, dealing with customer problems, referrals and complaints, arranging meetings with social workers, and general administration.

January 2001
June 2001

BRITANNIC ASSURANCE

Secretary for the Training and Development Manager.

Responsibilities: diary management, personal management of projects, arranging transport and accommodation, coordination of social events, document formatting in word, excel and powerpoint, copy and audio typing.

September
2000
December
2000

UNIVERSITY FOR LLOYDS TSB

Receptionist

Responsibilities: arranging meetings, booking meeting rooms, switchboard operation and general administrative duties.