

JOSHUA SWAIN

3 Lyndhurst Place, Bath, BA1 5NP
07800744468 | Joshuaswain4@gmail.com | Joshuaswain.co.uk

HEADLINES

- ▶ Politics MA Graduate with 2:1 honours from the University of Edinburgh, June 2019
- ▶ Absolut Vodka Creative Competition Regional Finalist, March 2019
- ▶ Head Boy at King Edward's Senior School, Bath, 2014 and King Edward's Junior School, 2008
- ▶ Grade 8 classical singer with distinction, 2013

EDUCATION

- 2015 to 2019** University of Edinburgh
- ▶ Politics MA Graduate with 2:1 honours
 - ▶ 1st class Dissertation on the power of architecture as a tool of urban regeneration
 - ▶ Consistent 1 and 2:1 grades in all modules
 - ▶ Researched, wrote and published a number of features and articles for the university newspaper – The Student
 - ▶ Studied optional modules including Architectural History and Creative Festivals
 - ▶ Produced a small music festival where I performed
 - ▶ Continued to develop song-writing, painting and drawing skills
- 2008 to 2015** King Edward's Senior School, Bath
- ▶ June 2013: 10 GCSEs including art and music, 7 at grade A*
 - ▶ June 2014: AS in History, Politics, Economics and Music
 - ▶ June 2015: AAB at A2 Level in Politics, History and Economics
 - ▶ 1st team hockey, football and tennis
 - ▶ Leading roles in school drama productions, 2011, 2012 and 2013. Winner of the Weeks Cup for Drama
 - ▶ Key member of auditioned a cappella choir 'KES 16'
 - ▶ Co-creator, lead singer and mentor of all male vocal group. Under my leadership the group grew in size from 4 to more than 30
 - ▶ Winner of Prize for Design
- 2004 to 2008** King Edward's Junior School, Bath
- ▶ Multiple academic and sporting achievement prizes including the Music Cup
 - ▶ Rugby, hockey and football A-teams and an involvement in all music activities

EXPERIENCE

- June 2017** **adam&eveDDB.** Two weeks working with planners, account managers and creatives. Researched competitors to create decks for client meetings honing organisational, time-management and research skills. Attention to detail demonstrated by production preparation for Max Factor and Airwaves campaigns. Story, digital design and drawing skills applied in creation of new product and ad campaign for Bull Dog skincare. Confident presentation style developed throughout school culminating in speech giving in front of large audiences. These experiences assisted in presenting the new product to adam&eveDDB employees for which high praise was kindly received both for the project and presentation quality. Invited to return to adam&eveDDB.
- July 2016** **Times Newspaper, News UK.** Magazine desk, researched products and interviewees ahead of features. Demonstrated quick, accurate working and further developed drafting skills by producing published copy for the 'Style for Men' page. Grew in commercial awareness of the press needing to be a profitable business as well as a news and information source.
- June to September 2015** **Belgrave Asset Management, Independent Financial Advisors, Internship.** Gained knowledge and skills in the financial sector augmented by some fine-tuning of communication skills both within the team and in relation to corporate and personal clients.
- June 2014** **Devizes MP Office.** Communication, writing and telephone skills employed responding to hundreds of letters, phone calls and emails from constituents. Followed up with time in Parliament communicating in writing on constituent issues with other government departments.

EMPLOYMENT

- April 2017 to October 2018** **Edinburgh University Students' Association, Retail Team Leader.** Many diverse practical, team-player and management skills showcased in particular maturity and responsibility. Managed other staff members, cashed-up at the end of the working day, audited retail safes, opened/closed/locked shops, monitored stock on sale/in storage, confirmed deliveries using delivery manifests and interviewed candidates for new roles. Promoted to the role of Team Leader from Team Member after six months.
- July to September 2017 and 2018** **Underbelly Productions, Front of House, Edinburgh Fringe Festival.** Role utilised ability to manage large groups with diplomacy underpinned by authority. Appropriate communication was key. Moved audiences in and out of venues safely and efficiently. Dealt with customer complaints. Trained in radio communication. Maintained venues and assisted performers.
- May to August 2016** **Belgrave Asset Management, Independent Financial Advisors, Administration Assistant.** Role was vague. Used technical and creative skills and own initiative to build company website belgraveifa.co.uk from scratch. Formed email database helping Belgrave move towards paperless communications. Belgrave were so pleased they paid an unexpected generous bonus. Undertook administrative responsibilities liaising with clients by phone, email and in person developing strong interpersonal skills in a professional environment.
- June to September 2013** **Marks and Spencer, Bath, Customer Assistant.** Learned point-of-sale stocking and till operation in the food hall. Gained a reputation for being the fastest employee to accurately restock the wine section! Enjoyed liaising with customers and other team members.
- Summer 2011** **Haweka UK, Customer Data Analyst.** Haweka distributes specialist automotive engineering equipment. Used Microsoft Excel and Word to develop new customer databases and visual templates for use in email marketing campaigns. Exposure to a broad range of businesses assisted with commercial awareness.
- June 2010 to September 2012** **Same-Same But Different Restaurant, Barista, Bar and Waiting at tables.** From age 14, developed confidence interacting with customers. Multi-tasking, attention to detail and stamina in a high-pressure, fast-paced environment.

AWARDS

- March 2019** **Absolut Vodka Creative Competition Regional Finalist.** Created artwork for Absolut's creative competition inspired by two beliefs of the company: 'people should be free to love who they choose' and 'everyone should be free to express themselves'. One of three finalists in the regional competition. Artwork can be seen on my website ([link at top of CV](#)).