

Dr. Paul Elliston
24, Robson Road
West Earlham
Norwich
NR5 8NY
(07765) 388655

Marital status: Married
Nationality: British
Age: 30

Education

The Judd School, Tonbridge

June 1991 G.C.S.E. Maths (A)
June 1992 G.C.S.E. English Literature (B), English Language (B), French (A), German (A),
Physics (A), Biology (A), Chemistry (A), Geography (A)
June 1994 'A' - Level Maths (A), Further Maths (A), Physics (A)

University of Southampton

Year 1994/95 Mechanical Engineering (MEng)
Year 1995/6 - 1997/8 History (BA) II:I
Year 1998/9 Jewish History and Culture (MA) Distinction

Cambridge University

Year 2000/01 - 2003/4 Divinity (Ph.D.) Passed

University of East Anglia

Year 2005/06 Social Development (MA) Ongoing
Courses taken include: Social Development Theory
Gender, Difference and Social Policy
Gender and Rural Livelihoods
Governance, Democracy and Development
Conflict, Peace and Security
Research Skills and Social Analysis

Volunteer experience

In 2001 I spent three months in China teaching English on a summer camp. Through this I researched, wrote and gave lessons on Early British History. Working as a team, we were also responsible for designing and running various events and, to meet such needs, I wrote and directed a play, a film and a song. We also gave tutorials in spoken English and organised activity 'clubs'.

During the Christmas and New Year period 2002-3 I spent five weeks in Peru, part of which was spent working with a children's charity.

In 2000 I worked part-time at a social work unit for homeless youth and teenage mothers. Pastoral listening and communication skills were critical for this position, which also included general administration and the computing use as well as working both as part of a team and with my own initiative.

I have participated in numerous community projects, such as serving Sunday lunch to the poor and homeless; sorting and delivering essentials (food, clothing and furniture) to underprivileged families and, from this, organising and participating in a scheme to make birthday cakes for the children.

I have been involved in various charity initiatives, such as organising and participating in a sponsored twelve hour wheelchair basketball marathon on behalf of the Voluntary Service Unit.

Work experience

EmbassyCES Language Schools (May to September 2005)

As Transport Officer, I was tasked with arranging group airport transfers and excursions, with the changeable nature of the arrangements requiring that I built good working relationships with suppliers. In time, I came to simultaneously fulfil this role for two schools and for a separate summer school. I also became involved in planning and timetabling as well as performing other administrative functions.

Homerton School of Health (February to April 2005)

Provided administrative support to academic staff, preparing information for lecturers and producing PowerPoint presentations.

Ernest Doe & Sons Ltd (September to November 2004)

Initially hired to act as Receptionist and Branch Secretary, but came to take on all the administrative roles at the site. The role was primarily to answer customer enquiries and provide secretarial support to the Branch Manager in addition to daily administration tasks such as cashing up till earnings. I was given additional responsibilities by becoming involved in Credit Management and providing support to the Sales team. As a temporary placement, one further aspect of the position was an emphasis on training and assisting my successors.

Stafford House Study Holidays (July 2004 to August 2004)

Planned and led daily activities as part of an English summer camp for international students. I was also responsible for arranging and leading excursions to places of interest as well as having responsibility for site health and safety and student welfare. In addition, I fulfilled a number of teaching support and administrative roles, such as organising and participating in student transfers.

Ntl: (March 2000 to August 2000)

Though initially employed as an office junior I was quickly given additional responsibilities, such that I gained experience in a variety of office-based roles. By the end of the period of employment, to meet a need in my department, I taught myself to become a database programmer.

DataKinetics Ltd. (October 1998 to September 1999)

Worked part-time as a purchasing assistant, involving the use of a variety of computer packages, such as Word, Access, Excel, PowerPoint, Microsoft Binder. I have also used the Internet and E-mail extensively. I have also been involved in testing electronic equipment, and have constructed and implemented a company-wide quality system (ISO 9000). In addition, I have researched and produced the company Health and Safety Guidelines.

British Gas Trading Plc (July 1998 to September 1998)

Worked in the Credit Management Department as a Credit Controller, tracing and contacting customers in debt to arrange account payment. The work was largely PC based and used a variety of packages, primarily databases. Good standards of organisation, time-management and telephone manner were also required.

Edwards High Vacuum International (July 1994 to Sept. 1994)

Worked as a sponsored undergraduate until my change of degree course. Gained good computer skills through the presentation of statistics and reports, with one item being printed in the world-wide company quarterly magazine. Conducted a time and motion study, therefore gaining an appreciation for the need of discretion. Studied the design and build of a product, and recommended new production methods to be implemented. Conducted a capability study into a product's critical components and, subsequently, produced a report. Initiated projects to investigate methods of rewarding productive employees, and ascertain the feasibility of introducing new technology.

Interests and activities

I initiated and became the first International Students Officer in my College. I continued in this role for nearly three years, helping international students to settle into Cambridge and running a variety of events to build a sense of community. Since moving to Norwich, I have become involved in planning and leading an international student group.

I was also President of the Graduate Community in my college for two years having previously served as Treasurer for one year. In this role, I was asked to not only be tasked with representing students, but representing the College at various functions as well as becoming involved in planning and managing the refurbishment of college facilities.

I am a keen sportsman, particularly basketball and cricket, and have been captain of both the College teams. I held the positions of treasurer, publicity officer and vice-chairman in a local club. I have represented West Kent at cricket, and played for both Kent and Hampshire League teams. I have also represented the university through playing pool, croquet and rally driving. My other sporting interests include football, tennis and frisbee.

I am also creative, regularly writing poetry and songs. I have also written plays and a film. Amongst my other interests are cookery, art and photography, owning and mending classic cars and playing guitar.