

Catherine Pinder

Contact

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Personal Profile

I am a conscientious, organised, outgoing and hardworking individual with a positive work ethic. I always work to the best of my ability and pride myself on a job well done. I am a good team player and work with others to motivate them. I am able to work independently with confidence and use logic and reasoning to think of alternative solutions and when solving problems. I adapt well to changing situations and enjoy taking on new challenges. I have a willingness to learn, but also enjoy teaching others. I have a genuine desire to be helpful and supportive and look for opportunities that allow me to do this. I have enrolled on the Digital CV project to allow me to showcase the skills I have. I am looking for a new role that will allow me to both build on my existing skill set and also allow me to learn new skills.

Key Skills

- Able to work under pressure and within deadlines
- Excellent administration skills
- Reliable and trustworthy
- Excellent communication skills
- Approachable
- Qualified First Aider

Please click to view my Digital Video CV: <https://vimeo.com/259488599/4b84f3e411>

Employment History

Cambridgeshire Constabulary, Police Constable – August 2014 / Present

I currently work as a reactive Police Constable for Cambridgeshire Constabulary. This is a very demanding role that requires flexibility, organisation, adaptability and compassion. I have worked in a number of different environments, including investigative work on a high-volume crime team, where a high level of attention was essential as I dealt with various reported crimes from initial report to the necessary conclusion. This also enabled me to use my analytical and problem-solving skills, and allowed me to demonstrate empathy and compassion as I supported victims during this time. I am a fully trained emergency blue light response driver and have to demonstrate flexibility, prioritisation and quick thinking to be able to perform this role with the high level of safety it requires. In addition to this, I have also worked as an emergency responder where I took a broad range inbound calls that required immediate action and attention. Working in the police requires good team work and collaboration with immediate colleagues and those in various other departments and agencies in and out of the area.

Brooke Priory Choi Kwang Do School, Proprietor – January 2014 / Present

As a 5th degree black belt, master instructor and examiner in the martial art of Choi Kwang Do, I use my skills in running an after-school club at a local primary school. As part of my role, I work with children aged 4-11 to support and teach them in the martial art. I also supervise the training of my staff. Prior to this, I owned Choi Kwang Do schools in London, Melton Mowbray and Spain. I also worked as the administration officer for the UK Choi Kwang Do Association for 9 years, where I managed members and instructors, issuing licences and insurance, arranging courses and seminars and liaising with the Head Office in Atlanta, Georgia.

Leicestershire Constabulary, Special Constable – October 2012 / July 2014

During this time, I volunteered as a Special Constable for Leicestershire Constabulary, where I worked as part of the wider team to provide efficient and effective support to other police officers.

Allan Group, Personal Assistant – October 1995 / December 1997

Collins & Company, Bookkeeper/Secretary – June 1995 / October 1995

Paul C Susskind & Company, Personal Assistant/Bookkeeper – 1986 / 1995

For a number of years, I worked in office based environments carrying out bookkeeping and personal assistant tasks. These roles allowed me to develop a range of excellent administrative and accountancy skills that I have continued to build on in my roles since this point.

Education & Training

St Michael's Convent Grammar School

I completed my secondary education at St Michael's Convent Grammar School, where I obtained a number of O'Levels, including Maths and English.

Barnet College

Whilst studying at Barnet College, I completed my Diploma in Art & Design.

Hendon College

- Secretarial skills, shorthand, typing & business studies

Other Qualifications

- Diploma in Policing – Level 3

Hobbies and Interests

In my spare time, I enjoy spending time with my family and teaching Choi Kwang Do. I also enjoy opera and ballet and all types of fitness in particular badminton and boxercise.

References available on request