

Catherine Miller

Personal details

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Nationality: British

Education

2004 - 2008: University of Manchester
MTCP – Master of Town and Country Planning
Result: 2nd class (Fourth Year Average 59)

Over the past four years I have completed many modules covering all aspects of planning including:

- Planning theory
- Planning policy
- Practical planning using EIA (Environmental Impact Assessment)
- Practical planning using SEA (Strategic Environmental Assessment)
- Master planning and design

Practical skills and competencies acquired related to my degree:

- Detailed understanding of the role of strategies such as LDFs (Local Development Framework)
- An excellent knowledge of the structure of the planning system
- Conversant in recent changes to the planning system
- Well versed in all planning system related legislation
- ESRI's ArcGIS Geographical Information System (GIS)
- The ArcMap component of ArcGIS.

2002 - 2004: Winstanley College, Wigan

A-levels: English Language, Environmental Science, Geography

1997 – 20:02 St. Edmund Arrowsmith RC High School, Ashton

GCSEs: 10 including good grades for Geography, Maths, English and Science

Work Experience

September 2008 – Present: RBS Corporate Service Centre

Since leaving university I have been temporarily working as part of an audits team at the Royal Bank of Scotland Corporate Service Centre. This role has greatly enhanced my awareness of the importance of accuracy and great communication within a team.

I have been very successful and picked up the role quickly and have trained other temporary staff on some the processes I have learned.

The role has involved use of Excel and Image Workflow software.

2005 – April 2008: JJB Stadium, Wigan

Responsibilities include:

- Ensuring emergency access is kept clear at all times
- Communication with the public and assisting with any problems
- Team communication and coordination via the control room
- Keeping record of match day officials' attendance
- Professional demeanour and appearance whilst representing the stadium

Additional Qualifications from this role:

NVQ2 – Event Stewarding, obtained August 2006

Main topics:

- Fire Safety
- Emergency Aid
- Conflict Resolution

Summer 2006 and summer 2007 – Hitchens Foods

A role as a “food operative”. I was hired on two occasions during the university summer break and the company was keen to take me on on a permanent basis and promote me due to my keen work ethic, leadership and communication skills.

Summer 2005 – Tudor House Hotel

Barmaid and waitress work over the university holiday period.

Additional Skills

- Adobe Photoshop
- Microsoft Office: Proficient in the use of Word and PowerPoint
- Excellent typing skills
- A high standard of presentational skills (developed throughout my university career)
- Exceptional organisational skills and communication when working as part of a team

Interests and Activities

In my spare time I enjoy keeping fit by going to the gym, swimming and walking on the moors in the surrounding area. I also enjoy visiting cities (e.g. Chester) as I have a particular interest in styles of architecture and building conservation and am keen to expand my knowledge and experience in a practical manner. I also enjoy being creative and have an amateur interest art and particularly enjoying drawing. I also enjoy DIY.

Referees available on request
