

10mh den t-Sultain, 2024

A Charaid Chòir,

Bu mhath leam ùidh a nochdadh anns an dreuchd aig Astar Media mar Cho-òrdanaiche Pròiseict.

Le co-cheum sa chiad rang bho Oilthigh Ghlaschu ann an Gàidhlig agus Spàinntis, agus le eòlas farsaing ann an stiùireadh phròiseactan agus miann airson cànan is cultar na Gàidhlig a bhrosnachadh nas fhaide, shaoilinn gum biodh mo chuid sgilean fìor fhreagarrach don obair a th' agaibh.

Bhon eòlas phroifeasanta a fhuaras san oifis do dh'Òganan (companaidh cùram-cloinne tro Ghàidhlig), agus air sàilleibh an inntearnais a rinn mi aig Comann Eachdraidh an Taighe Ghil ann am Washington D.C. o chionn ghoirid, tha mi air sgilean làidir ann an rianachd agus co-òrdanachadh pròiseict a leasachadh. B' fheudar dhomh iomadh gnìomh eagraich aig an aon àm sa ghreis-ghnìomhachais seo: co-òrdanachadh thachartasan, ag obair mar ruitheadair air riochdachadh, a' coileanadh gnìomhan rianachd - leithid a bhith a' stiùireadh leabhar-latha làitheil a' Chinn-suidhe, a' frithealadh choinneamhan, agus a' cur dàta a-steach do dhuilleagan-clèithe Excel.

Tha dòigh fhor-ghnìomhach agam anns a h-uile nì, agus 's ann le tlachd mhòir a gheibh mi gach cothrom a thig nam rathad ri bhith nam bhall de sgioba agus a' cur ri pròiseactan; bho dhealbhadh gu crìochnachadh soirbheachail. Tha mi an dòchas gum beachdaicheadh sibh gum biodh na feartasan seo gu math iomchaidh do dh'iarrtasan na dreuchd agaibh. A thuilleadh, tha FilmG air a bhith na phàirt chudromach dem bheatha-sa, an dà chuid mar neach-èisteachd grunn thursan, agus ghabh mi pàirt ann am farpais anns an do bhuannaich mi duaisean dà thuras.

Tha mi air leth dealasach mun chothrom seo, agus bu mhath leam cur ri libhrigeadh soirbheachail pròiseact FilmG agus nan iomairtean eile aig Astar Media.

Tapadh leibhse airson ur n-ùine a' leughadh seo. Tha mi an dòchas gum beachdaicheadh sibh orm mar thagraiche freagarrach don dreuchd.

Leis gach deagh dhùrachd,

Rebecca Chamshron

Rebecca Cameron

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Personal Profile:

Enthusiastic and hardworking recent graduate with excellent communication and organisational skills, who enjoys being part of a team. Proven ability to navigate fast-paced environments with professionalism, attention to detail, and being entrusted with responsibility. Native Gaelic speaker passionate about promoting Gaelic culture and contributing to the successful delivery of FilmG.

Key Skills:

Communication: Demonstrated exceptional communication and interpersonal skills through participation in sports teams, diverse customer-facing part-time jobs, and interactions with people from around the world during time spent living in Spain and North America.

Project Management: I have shown the ability to take on leading roles in different settings, and complete projects under time pressures, presenting conclusions in a clear and concise manner.

Work Experience:

Office of the President Intern | White House Historical Association | June – August 2024

- Gained invaluable experience in a prestigious, high-profile office environment in the United States working closely with the White House.
- Performed a variety of administrative tasks, including responding to telephone and email inquiries, managing incoming and outgoing correspondence, drafting letters, photocopying, and minuting meetings.
- Set up meetings and appointments for top-level managements, managing complex diaries and travel arrangements.
- Assisted in the coordination and planning of key events, including high-profile meetings and public engagements.
- Maintained confidentiality in handling sensitive documentation.
- Processed invoices and receipts, compiling comprehensive payment records.

Childcare Practitioner | Òganan Gaelic Childcare | December 2017 – May 2024

- Demonstrated strong communication skills through regular interactions with parents, colleagues, and children in Gaelic. Fostering positive relationships with people at all levels and backgrounds.
- Lead sessions as the appointed lead practitioner with the responsibility of delegating tasks to colleagues, confidently assessing situations, and making informed decisions, enhancing leadership skills.
- Performed various administrative tasks such as updating individual care plans and contacting appropriate persons to resolve problems or queries.
- Successfully organised workshops and activities for both children and colleagues during Anti-Bullying Week and Mental Health Awareness Week, demonstrating initiative and dedication to important causes.
- Assisted in interviewing prospective staff during the recruitment process.
- Created and distributed the monthly newsletter to key stakeholders, resulting in increased customer interaction, and strengthened relationships.
- Carried out risk assessments before each session to ensure children undertake activities in a safe manner.

Agency Hospitality Assistant | Selective Personnel | April 2023 - May 2024

- Catered for diverse events, including conferences, award ceremonies, international sports events, festivals, and luxury hotel functions.
- Adapted to new environments and colleagues every shift, delivering friendly, efficient service in fast paced, high-pressure settings.

- Personally recommended by several venues for providing excellent service.

Bar Staff | Underbelly | July 2022 - September 2022

- Collaborated as part of a team in a busy bar during the Edinburgh Festival Fringe, providing high-quality customer service to an international clientele.
- Interacted with customers in a friendly and professional manner, achieving the highest employee sales in the first week of business.

Further experience:

Glasgow50 Leadership Programme | Common Purpose | November 2023

- Collaborated with industry leaders during a three-day leadership programme focused on tackling key issues facing Glasgow.
- Led a campaign pitch, incorporating a video and PowerPoint presentation, well-received by a panel of industry and city leaders.

Au Pair | Seville and Valencia, Spain | Summer (June, July, August) 2022 and 2023

- Interactions with different people and cultures reinforced my communication skills and passion for engaging with people.
- Demonstrated adaptability and resilience when adjusting to new environments.

Sradagan Play Leader | Comunn na Gàidhlig | August 2017 – June 2019

- Led a Gaelic medium community group for children aged 7-12 years.
- Delivered a varied and engaging programme of activities, fostering a supportive and inclusive environment to encourage children's enjoyment in learning Gaelic.

Education:

University of Glasgow | Gaelic and Spanish MA (Hons) | 1st Class Degree

- Awarded two separate grants from the Catherine McCaig Trust based on academic performance and recommendation from the Head of the Gaelic Department.
- Won the 2024 award for the best dissertation from the Celtic and Gaelic department.
- Elected as a Class Representative, ensured concerns of peers were heard and liaised closely with academic staff. Proposed solutions to address unique concerns in the online learning environment during the pandemic.
- Excellent verbal and written communication skills evidenced in presentations, participation in group discussions, and essay writing.

University of Salamanca | Translation and Interpretation | 2021-2022

- Acquired in-depth knowledge of translating and interpreting in specialised areas such as tourism, corporate communication, and marketing.
- Collaborated with peers from diverse cultural backgrounds on academic projects and presentations, fostering teamwork, adaptability, and global awareness.

James Gillespies High School | Edinburgh | 2013-2019

- Higher Exam Results: English (A); Media (A); Business (A); History (A); Spanish (A); Gàidhlig (A).
- Advanced Higher Results: Gàidhlig (A); Spanish (A).

Certificates and qualifications:

- Google Digital Marketing & E-commerce Certificate
- First Aid Trained
- Social Services (Children and Young People) SCQF Level 7

Additional information:

- Full driving license and access to a personal vehicle.