### work experience

Carol morgan

mentor/IQA

# key skills

Over five years’ experience of working with the new industry standards related to business and corporate skills.

Highly motivated, experienced and qualified Assessor/IQA and experienced operations manager in retail and leisure. Thrives under pressure, flexible skills and abilities. Dedicated, resourceful and determined to succeed.

## Skills & Abilities

* Customer service and stakeholder management
* Business administration
* Operations management
* Curriculum design (all business skills disciplines)
* Advice and guidance
* Digital skills and technology
* Sales and marketing

## Vitals

**T** 07913 204370

**E** Morganjill7@aol.com

#### Recruitment juice

##### June 2021 - present

Recruitment Mentor / IQA

Delivering Recruitment level 2 and 3 Recruitment Standards.

#### babington

##### 2020 – June 2021

Curriculum Architect

Design, create and plan curriculum blended learning resources and end to end support documentation for the new work-based learning standards for all business skills apprenticeships

#### Learndirect /PeoplePlus /babington

#### 2015 – 2020

Curriculum Architect

#### PHx training

##### 2014 – 2015

Apprenticeship lead IQA and assessor in business skills (employment history continued page 2)

education

#### bA (HONS) Business and ADministration - 2002

#### hnd Business and marketing - 2001

#### NVQ level 3 Information, Advice and Guidance - 2008

#### NVQ level 4 Information, Advice and Guidance - 2009

#### PTLLS level 3 – 2009

#### A1 Assessors award - 2009

#### Certificate in the principles of Recruitment Level 3 -2014

#### Leading the IQA process level 4 - 2015

#### COLF (Certified online learning facilitator) - 2019

### REFERENCES

#### References provided on request

work experience (continued)

Carol morgan

**expedient training and recruitment**

2013 - 2014

Assessor/IQA in Recruitment and Sales diplomas

**I2I training**

2014 - 2015

Assessor in ERS (employment related services) Management and Business skills

**A4E**

2014

Employment and careers advisor

**MBW Training**

2008 - 2014

Curriculum specialist, Assessor and coach in business skills and Information advice and guidance

**Magnificient handmade creations**

2007 - Present

Retail manager/owner online (bath products, miniatures, and gifts)

**blackpool international airport**

2006 - 2007

Duty manager of all catering and bar facilities Including restaurants airside, restaurants landside, VIP lounge area and the provision of catering to airline flight passengers onboard and special events.

**Louis tussaud’s waxworks – leisure parcs**

2003 - 2006

Deputy manager (Retail, Marketing, Catering and Operations)

**hush nightcluB**

2000 - 2003

Bar supervisor