

## Activity 1: Sample CV

### Shona MacGregor

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#### Personal Profile

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I'm compassionate and reliable with strong organisational skills developed through family caregiving. I enjoy caring for people and making sure that they have everything that they need, in a practical and emotional sense. I'm quick to learn, adaptable, and committed to making a positive difference in people's lives.

#### Skills

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**Organisation & Time Management** • Making sure that family schedules, appointments and activities were all organised

**Numeracy and budgeting** • Managing the household budget for all bills, food costs, clothing and activities

**Problem-Solving** • Dealing with unexpected changes to schedules and appointments, circumstances due to illnesses and financial arrangements effectively

**Teamwork** • Encouraging all family members to work as a team and help each other out

#### Education

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North East Scotland College (Aberdeen)	2024
Stonehaven High (Stonehaven)	1996 - 2001

#### Qualifications

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Development	Basic First Aid	Pass	July 2025
IT Development	Microsoft Office Diploma	Pass	September 2025
Standard Grade - General	6 subjects	Grades 3 and 4	August 2001

## Work Experience

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### **N/A • Parent and Family Caregiver • 2003 - present**

- Coordinated daily schedules, appointments, and activities for family members
- Managed household finances
- Dealt with schools and healthcare providers
- Guided and supported family members
- Provided emotional support and care
- Managed medication and appointments for an elderly family member

### **Asda • Store Assistant • 2002 - 2003**

- Unpacking deliveries and storing
- Stocking shelves
- Helping customers find products
- Clearing up spills

## Interests

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**Line dancing** • I dance with a community group and enjoy the music, being with other people and keeping fit

**Watching soaps** • I like to watch something that's like real life, but fictional and they have some really important story lines that raise awareness of a lot of things people face

## References

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References available on request