

# **Olivia Richards**

## **Education History**

**MSci Geography;** *University of Birmingham, September 2020 to June 2025*

- Classification: Class I
- Thesis 1: "I wish I had the same quality of being a student!" - The Built Environment's Role in Impacting the University Experience for Students with Physical Disabilities
- Thesis 2: To See or Not to See'; An Exploratory Approach to Questioning and Analysing the Use of Mobile Eye Tracking as a Method for Urban Planning and Design Research
- Notable modules: Resource Governance; Urban Environments in the Global South; Urbanity and Wellbeing; Politics of Environment; Digital Data Capture and Analysis; Development Geographies

**A-levels;** *Parmiter's School, Watford NTH; September 2018 to June 2020*

- English literature: A
- Geography: A\*
- History: B

**GCSEs;** *St Michael's Catholic High School, Watford NTH; September 2013 to June 2018*

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|-------------------------|-----------------------|------------------------|
| • English Language: 9   | • Geography: 8        | • Product Design: B    |
| • English Literature: 8 | • Computer Science: 6 | • Drama: 7             |
| • Combined Science: 8;8 | • Maths: 7            | • Religious Studies: 9 |

## **Employment History**

**Research Assistant / Associate, University of Birmingham in collaboration with Thrive;** *Birmingham; June – September 2024; November – December 2024; March – May 2025*

### ***Data Collection and Entry***

- Conducted and initiated questionnaires and focus groups
- Engaged with multiple groups of people: employees, volunteers, client groups and the public
- Created spreadsheets to translate (and store) data into quantitative formats

### ***Data Analysis and Report Writing***

- Transcribed and analysed (qualitative coding) focus groups
- Statistically analysed and appropriately presented questionnaire data within Excel

- Write-up of analysis in the form of a report

### **Events Steward, FGH Security; *Birmingham: June – October 2022***

- Coordinated and implemented event plans efficiently and smoothly
- Took initiative to solve unforeseen problems quickly that arose during events
- Ensured the safety of large crowds during potentially hazardous events, e.g. festivals

### **Records Filer, NHS Professionals; *Watford General Hospital: December 2018 – March 2019***

- Utilised basic IT skills to record patient files and their storage location
- Responsible and organised demonstrated through never losing or misfiling records
- Completed numerous anti-discrimination, IT skills and workplace safety courses

## **Volunteer Work**

### **Stage Manager; *Watch This; A19; Infinity Stage Company; Birmingham***

- Prop creation:
  - Created and managed prop lists including levels of priority and difficulty
  - Designed and made various props and set pieces to both fulfil and exceed the briefs provided
- Coordinated and managed schedules, cast and crew,
- Ensured safety requirements were met, including welfare of cast and crew

### **Set Designer; *3Bugs; Birmingham***

- Developed visual concepts of sets through both brief's provided and interpretation of director's visions; efficiently and promptly adjusted when needed
- Collaborated with production to ensure that designs would be feasible, both physically and economically
- Sourced materials for and created set pieces both independently and with a team
  - Overseeing and management of the team to ensure briefs were being kept to and to troubleshoot any issues that arose during the process