

# Jane Wood-Lee

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## EDUCATION AND QUALIFICATIONS

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2020 – present      **BSc (Hons) Optometry** (First year average 69%)  
**University of Bradford**

First year modules studied: *Clinical Optometry, Human Body in Health & Disease, Ocular Anatomy, Optometric Maths, Physiology of Vision and Perception, Pure & Visual Optics*

Equipment used: *ophthalmoscope, retinoscope, focimeter, slit lamp, phoropter, visual fields machine and tonometers.*

2019 – 2020      **Clinical Sciences Foundation Year (Pass)**  
**University of Bradford**

2017 – 2019      **Saltwood School, Wakefield**

A Levels in English, French and Physics  
8 GCSEs including Double Science, English and Maths

## RELEVANT EXPERIENCE

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Dec 2019 – present      **Optical Assistant** (Saturdays)  
**Boots Opticians, Wakefield**

- Pre-screening patients using the auto-refractor and non-contact tonometer.
- Dispense glasses to customers and assist with frame designs and lens choice.
- Responsible for carrying out spectacle fitting and repairs.
- Cover the reception area, answer the telephone and book appointments.
- Gained an insight into working in a large multiple Optometrists and developed a keen knowledge of the retail side of optometry, particularly in relation to the dispensing of glasses and contact lenses.

May 2017      **Voluntary Work Experience** (full time for 3weeks)  
**First Opticians, Wakefield**

- Key experience gained in all aspects of working within a practice including dealing with collections and minor spectacle repairs.
- Responsible for contacting customers by telephone notifying them their glasses were ready for collection. Other administration duties included working on the reception desk, answering the telephone and booking appointments.
- Developed confidence in dealing with patients of wide ranges of ages and backgrounds and developed my confidence within an optical environment.

## KEY SKILLS

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### Customer Service

- Familiar with dealing with customers in difficult and pressured situations both face to face and over the phone from working at Boots. Despite working under pressure on busy Saturdays I always remain calm and friendly towards customers.

### Communication

- Enhanced verbal communication skills through engaging in conversations with patients visiting the Eye Clinic for eye examinations. This involves speaking in a clear and concise manner, listening to their needs, and often having to tailor the way in which I communicate with patients to suit the individual.
- Written communication skills developed through submitting coursework and reports on a regular basis, all of which I have successfully passed.

### Teamwork

- Successful completion of second year group project which relied on working together effectively, which included sharing information and supporting contributions from team members and understanding the importance of proactively developing relationships with others.
- Extensive experience of working in teams gained through playing in various team sports. Involves actively participating and encouraging team members to reach a common goal.

## ADDITIONAL SKILLS

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### IT

- Familiar with Microsoft Outlook, Word, PowerPoint, Access and Excel

### Languages

- Advanced French through A Level and 2-month work experience in Paris
- Basic German through GCSE

**Driving licence** – full clean UK licence

## INTERESTS

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Enjoy a wide range of sports, particularly team sports such as netball and women's rugby. I am currently a member of the University's Women's Rugby Union Team and play matches weekly and attend training sessions twice a week.

As well as sports I enjoy reading crime fiction and historical novels. I also enjoy going to the cinema, bowling and trying different types of food with a group of friends.

## REFEREES

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Names and contact details of two referees can be made available upon request.