

ABBIE LAYCOCK

I am a hardworking, meticulous individual who does not give up on tasks. I always work to the best of my abilities and I am very creative, strong-willed, and organised.

EDUCATION

University of Lincoln, Postgraduate – 2023

- 2:1 in MA Creative Writing

University of Lincoln, Undergraduate – 2022

- First Class Honours in BA (Hons) English and Creative Writing

Caistor Grammar School, A Levels – 2019

- Art (A), Geography (B), English Literature (C)

EMPLOYMENT HISTORY

Funeral Director at Co-op Funeralcare (February 2025 to February 2026)

- Directed funerals: taking responsibility, leading the team, and dealing with issues
- Arranged funerals with families and completed the proceeding organisational tasks
- On-call to facilitate visits and take calls during evenings and weekends on a rota
- Single-handedly managed the running and compliance of my base funeral home during an exceptionally challenging period with low staff levels
- Prioritised the care and dignity of the deceased and cremated remains I looked after
- Built and maintained a close relationship with families throughout entire process
- Supported our other funeral homes across Leeds, stepping up when necessary
- Assisted with the directing of contracted funerals for Leeds Teaching Hospitals and Adult Social Care

Certified Mobile Funeral Arranger at Co-op Funeralcare (Feb. 2024 to Feb. 2025)

- Arranged funerals with families and kept them up to date throughout the process
- Completed admin tasks including booking funerals, liaising with third parties, preparing everything in time for the funeral, invoicing, and returning ashes to clients
- Booked plan sale appointments and sold funeral plans regulated by the FCA
- Organised contracted funerals for Leeds Teaching Hospitals and Adult Social Care
- Worked across twelve different funeral homes often on my own, keeping them open, compliant, clean, organised and welcoming
- Managed my own schedule and that of another Mobile Funeral Arranger, deciding which funeral homes we each needed to cover for particular periods

Bar and Events Assistance Staff at New Craven Hall (July 2023 to February 2026)

- Maintained the bar and served drinks to guests at events
- Assisted with the setup and deconstruction of events, especially during the turnover from wedding ceremony to wedding reception
- Busy environment where customer experience comes first
- Taught me a great deal about the wedding and events industry

Temporary Exhibition Invigilator at National Civil War Centre (March to June 2023)

- Supervised the 'Tubthumping' Exhibition at National Civil War Centre, Newark
- Collected feedback from visitors and discussed Emilie Taylor's work with them
- Eye-opening customer service experience fuelling my passion for working in creative and educational environments

Team Member at Greggs (September to December 2022)

- Served food and hot drinks to customers while maintaining stock and cleanliness
- Strengthened my ability to work in a fast-paced environment
- Prioritised customer interactions, being friendly and ensuring a high quality service

Student Team Member at The Engine Shed (September 2021 to October 2022)

- Students' Union venue The Engine Shed, hosting events such as club nights, concerts, comedies, shows, awards evenings, and dinner parties
- Worked on the bar, the box office, cloakroom, food service, event setup and cleanup
- Fostered incredible skills in teamwork and trained new starters
- Developed my customer service skills and ensured the venue ran smoothly throughout all events

School Ambassador at University of Lincoln (January 2022 to June 2023)

- Assisted on site with the running of university open days and graduation events
- Trusted to assure that students and their families knew where to go and could have an easy, enjoyable day
- Spoke about my university experience to prospective students in both small and large groups

OTHER SKILLS AND EXPERIENCES

Student Journalist (November 2021 to May 2023)

- Writer for *The Lincoln Tab* where I developed my voice as a writer of articles
- Ensured my articles were entertaining and relevant to the student demographic

Student Editor (September 2022 to May 2023)

- Edited Issue Four of *The Lincoln Review* using my creative judgement
- Responsible for helping the masthead decide which submissions to accept/reject
- Worked to meet tight deadlines without compromising on quality

Volunteer at Andrew's Hedgehog Hospital (July to August and December 2021)

- Worked alone cleaning cages, weighing both sick/injured and baby hedgehogs, and providing fresh food and water
- Spoke to members of the public about hedgehogs and supervised a hedgehog meet and greet at our Christmas fundraiser, advocating for the wellbeing of hedgehogs

Completed and passed the Lincoln Award (March 2022)

- University award achieved after attending and completing subject-related talks, a careers ideas workshop, a skills assessment, training to become Vice President of a society, and 40 hours of volunteering
- Award culminated in assessment centre which involved an interview with employer Vinci Facilities, a Q&A with Vinci Facilities, a group task, and a written task

President of the Juggling Society (September 2022 to June 2023)

- Taught me valuable lessons and gave me the opportunity to organise events and run social media pages
- Also Vice President of the Juggling Society from 2021 to 2022 and Vice President of the Wildlife Conservation Society from 2020 to 2021

Published writer

- In *From Wold By Fen: A Lincolnshire Anthology* with one of my short stories
- On episode 7 of podcast *On Silence* with my epistolary short story and interviewed in the episode about the writing process and collaborative editing project
- Read my short stories aloud at three public creative writing events

REFERENCES

Please contact me directly for references