

Grace Bishop,

DOB: 13/02/2002 (24 years)

Address:

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I am a 24 years old with a can do and happy attitude and always willing to work with others. I have a full clean driving licence and I am eligible to work in the UK.

Previous job-

PGA assistant teaching professional- PGA0165621

Effingham Golf Club- October

I am excited to begin my PGA career in October, taking the next step towards becoming a qualified PGA Professional. I am passionate about golf and keen to develop my coaching, playing, customer service and overall knowledge of the game within a professional environment. I am committed to learning, working hard and gaining valuable experience throughout my PGA journey, with the long-term goal of building a successful career within the golf industry and helping others enjoy and improve their game.

Golf operations assistant-

Effingham Golf Club - current

Delivered excellent customer service, building strong relationships with members and visitors. Managed competitions and tee sheets to ensure smooth daily operations. Liaised with brand representatives and organised demo days, club events, and charity days. Provided hands-on support including re-gripping clubs, basic repairs, and equipment setup.

Player services -

Beverbrook Golf Club- 2025

My role at Beverbrook Golf Club was to provide services to the Members from valeting, ensuring the driving range duties, looking after their golf equipment and to provide a meet and greet both before and after their rounds.

Trainee Assistant Site Manager- 2020-2025

Bishop Project Management Services Limited-

My job working with Bishop Project Management service limited is as an assistant construction site manager, this means that I have had to learn how to work with tight deadline, how to work well with a team of different companies and contractors who are all working together with one objective in mind. This has also meant that I am a perfectionist because if I don't it can cost the companies that we work. Being a female in a male dominated industry I understand that you must have clear communication skills to be able to work cohesive with people.

Work experience-

Retail assistant-

Worthing Golf Club - Sussex

July 2017

I did a weeks work experience at Worthing Golf Club, during this week I learned how to run the professional shop. I undertook tasks such as taking green fees and up loading these onto spread sheets, attending meeting with suppliers and manufacturers. I also has to do stock take and inform members of any course updates and changes to tees times as well as making sure that trolleys/buggies were fully charged, and pick up the balls off the driving range. The most important thing that i learn from my weeks experience was to always make each Member feels important and a valued at all times.

Retail Assistant -

European tour - Surrey

October 2018

I did a weeks work experience with the European tour at Walton heath golf club during the British masters in 2018. During this time, I gain experience working retail and customer service.

Receptionist/Administrator -

European tour - Surrey

September 2019

I did a weeks work experience working in the media centre as a receptionist/ administrator. When doing this I was handing out accreditations and making sure that golfers attended meeting on time. This allowed me to learn about them admin side of the golf industry when running and event.

Education-

St. Paul's Catholic College- 2014-2018

GCSE -

English language 6 merit

English literature 4

Maths 4

Religion Studies 5

Geography 5

Physical Education 6

Science combined (Paper1) 5

Science combined (Paper2) 4

Merritt wood college - 2018-2020

BETC-

L3 National Diploma sport (golf)- Distinction

Foundation Degree in Professional Golf Studies 2026-

My Hobbies -

My biggest hobby and my lifelong passion is my golf. It has taught me a lot about myself and instilled strong morales and values into me. I have been a county captain which taught me how to be a leader and communicate clearly. I was privileged enough at the age of 12 to receive a scholarship at Wentworth Golf Club. This allowed me to develop not only my game but grow as an individual. Due to this and through hard work, I was able to turn professional in 2024 and join the Ladies European Tour Access Series.