

PROFILE

I am a highly motivated and innovative individual with the ability to think laterally. I also possess highly numerical and analytical skills. My excellent interpersonal skills allow me to work well in a team as well as independently. I have a keen interest in the financial industry and a strong desire to work in a graduate finance or accountant trainee role.

EDUCATION

September 2006 – September 2007

MSc Accounting and Finance

University of Bath

- *Modules Included:* Financial Decision Making, Econometrics, International Finance, Corporate Finance, Management and Financial Accounting
- *Research Project:* “Regional Evidence On The Impact Of Regulations In The Prediction Of Bankruptcy Likelihood In Countries Of Central And South America And The Caribbean”.

September 2002 – September 2006

BSc International and European, Economic and Political Studies

University of Macedonia (7.8/10)

- *Modules Included:* International Finance, International Commerce, Econometrics and Accounting.

September 2000 – July 2002

Business Administration

Technological Educational Institute of Piraeus

September 1997 – June 2000

4th Senior High School of Marousi

WORK EXPERIENCE

November 2005 – December 2005

LOANS ASSISTANT, Agricultural Bank of Greece

Internship, as part of my undergraduate course, working within a loans department of a large national bank, producing and proofreading contracts, leading a small group of interns. Sourcing relevant data, writing reports and presenting them. Also assisted with data entry, filing and administration duties within a team of professionals.

August 2004

SALES ASSISTANT, Athens – Olympic Games 2004

Head of a small sales team working in a busy retail environment. Dealt with finances, promotion and customer relations.

August 2003 – July 2004

ASSISTANT ACCOUNTANT, Link S.A

Responsible for payroll administration, assisted senior accountant in working with customer accounts and carried out general office tasks including bank dealings.

February 2001 – July 2001

SENIOR SECRETARY, Ophthalmological Institute S.A.

Worked within a busy clinic dealing with patients and carrying out general administration tasks.

VOLUNTEER EXPERIENCE

Athens Olympic Games 2004

Volunteer for tennis series for length of competition, responsible for keeping score and displaying announcements during matches, working within a multinational team.

SKILLS

- Excellent written and verbal communication skills obtained during my academic education.
- Good organizational skills developed through diverse work experience which has included dealing with customer complaints.
- Superior computer skills, experienced in using all Microsoft Office programmes and internet and email. Previous use of specialist software, Eviews, SPSS, Datastream, Eurofasma and VBA.
- Leadership skills gained through teamwork with colleagues, worked at taking initiative to problem solve and adapt when under pressure.
- Excellent presentation and research skills acquired through coursework and dissertations necessary for both degrees.
- Greater knowledge and understanding of other cultures and customs acquired by working in the Olympics Games and studying in a foreign country for my Masters.

ADDITIONAL QUALIFICATIONS

Languages: Fluent in *Greek* (native speaker) and *English* (TOEFL 280/300 (2006), Cambridge Proficiency (1998) and Cambridge FCE (1996)).
Conversational *French* (D.E.L.F 1st degree).

INTERESTS

- **Tennis** – Played for ten years, recreationally and competitively in several club tournaments, winning gold awards on two occasions. Have also had the opportunity to play a national level.
- **Lifeguard** – Completed training course and qualified as a pool lifeguard.
- **Travelling** – Have travelled to many countries within Europe and the United States gaining an insight into different cultures.

The Graduate Recruitment Bureau, 4 Clifton Mews, Clifton Hill, Brighton, BN1 3HR
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