

EDUCATION AND QUALIFICATIONS

- 2003 – 2006** University of Leeds, LS2.
BA (Hons) Geography: 2:1
(Modules included: Dissertation, World Cities, Masters module: Representing People and Places, Independent Study, Research methods in human geography, Retail geography).
- 2000 – 2002** Alleyn's School, Dulwich.
4 A-levels: 3 A's and B (Geography, Economics, Art, General Studies)
AS Level: B (Physics)
- 1995 – 2000** Alleyn's School, Dulwich.
10 GCSE's: 8 A's, 2 B's (including English Language (A) English Literature (A), Mathematics (A) and sciences (AAB)).

SKILLS PROFILE

TEAM WORKING:

- Having been employed as a temporary administrator for various different organisations, I have often been plunged into the team environment. Forming relationships quickly, organising and consulting with others, has ensured that as a team player I work with efficiency and am extremely reliable.
- Working in a secondary school in Botswana during my gap year gave me the opportunity to thoroughly enjoy the team working experience, particularly during the tour to the Grahamstown Arts Festival. Fellow teachers and I had to ensure that everything ran smoothly and was under control. We split the responsibilities and ensured that the safety of others was maintained.
- Having achieved the Duke of Edinburgh bronze award, I learnt how to cope under stressful situations in a team environment. Communicating and planning efficiently with others led to positive results.
- Working in a family restaurant during my A-levels involved me being part of a tight-knit team, where customer satisfaction was a priority. In stressful situations we supported each other, and worked well.

COMMUNICATION

- Employed as an administrator at the Rent Service, constantly communicating and consulting with various different departments meant I had to be alert at all times and aware of what was going on. Persistent telephone, email and verbal requests meant I had to communicate and reassure others efficiently.
- Having achieved various qualifications for dramatic arts during my teen years, I have learnt to communicate to others clearly and effectively. I believe that this has since aided my confidence when presenting to others.
- Working at a call centre during my university studies, dealing with incoming calls and requests, has taught me to remain calm and collected during stressful times. Sometimes dealing with impatient or angry customers, I have reassured them and dealt with queries quickly and efficiently.
- During my second year at University I joined the Stop Aids society and participated in a project which involved teaching sex education to pupils in local schools. Coping with inquisitive, and often disruptive young adults, it was a priority to communicate clearly and effectively. Often a little humour aided their concentration and cooperation!

SELF-MOTIVATION AND ENTHUSIASM

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tel: 01273 325775

- During my time at University, I excelled under the pressure of an increased workload. With numerous assignments to be completed within a restricted time period, I flourished under the pressure, producing work of a high standard at a reasonable pace.
- Time management and organisational skills consequently emerged whilst undertaking my degree.

RESEARCH TECHNIQUES

- For my third year geography dissertation I undertook a study on the impact of regeneration in Peckham. The study involved collecting data for qualitative and quantitative analysis, including the collection of questionnaires to be analysed in Minitab, and the undertaking of interviews.

IT SKILLS

- Microsoft Word, Excel, Outlook and Powerpoint.
- Extracting census data.
- Mini Tab: This was used to aid quantitative analysis undertaken for geography dissertation.
- Geographical Information Systems – Map Info 7.1.

EMPLOYMENT SUMMARY

- 06/2005 – 08/2005** **Independent Police Complaints Commission, Holborn, London**
Role included working as part of a team, typing, audio typing and proof reading highly sensitive documentation and case material. Great attention to detail required and a typing minimum of 50wpm. Valid security clearance held.
- 08/2004 – 12/2004** **GE Capital, Harehills, Leeds**
Data entry over the phone for the setting up of retail store cards. Involvement of team work and interacting professionally with others. Awarded highest keying accuracy prize.
- 06/2004 – 07/2004** **Centre of Global Energy Studies, Knightsbridge, London, W1**
Employed as Marketing Administrator. Roles included various admin duties including the preparation of documentation for Annual Retreat, setting up of meetings and greeting clients, general research and international promotion of company.
Awarded Temp of the Month.
- 05/2003 – 08/2003** **Maru a Pula School, Gaborone, Botswana**
Three month gap year placement as a teacher aid including teaching and classroom assistance. Additional roles included the organisation and assistance of school plays and sports events, various admin duties and teacher assistance on school trips (Marimba Band tour to Grahamstown Arts Festival and Mawana Game Reserve).
- 01/2003 – 04/2003** **The Rent Service, London, W1G**
Role involved working in a team providing admin and reception support for Government Headquarters. Duties included daily post distribution, organisation of calendar events (Outlook Express, Word, Excel), telephone queries (Switchboard).
- 01/2003 – 01/2003** **PutnamLovell, London, SW1**
Temporary reception cover including the use of telephone switchboard, the organisation of calendar events and the meeting and greeting of clients.

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09/2002 – 12/2002 Capita Business Services, London, SW2

Role included the organisation of filing systems for Council Housing offices, the use of computer network filing system. Worked as part of team and consequently offered extension of contract.

06/2000 and 06/2001 EC Harris, London, WC1

Work Experience as Quantity Surveyor.

09/2001 – 06/2002 Ottoman Restaurant, London SE22

Working as a waitress, undertaking duties such as the greeting of customers and providing a polite and sufficient service to the general public. Assisted with wedding reception in restaurant.

INTERESTS

- Music (Cellist for Allyn's School First Orchestra, Grade 6 standard)
- Food
- Travel; discovering new places, people and architecture.
- Art (achieved full marks for Art A-level and undertook Art History elective in first year of University).