

Employment history

November 2006 – Present

Optimum IT

Recruitment consultant

- Working in a business environment to strict deadlines
- Responsibility of client management; organising and chairing meetings, ensuring constant communication and working to requirements.
- Other activities include proof reading CVs, liaising with candidates, Database management and thorough documentation.

*June 2001 – September 2005
(During holidays)*

Excel Logistics

Warehouse Operative

- Operated in Binning and Receiving, Stock picking, Returns and Packing departments, with varying levels of responsibility.
- Implemented a successful computerisation of the inventory, resulting in higher efficiency in Receiving and Stock picking.
- Headed a team in charge of selecting, recording and dispatching orders from individual departments to M&S Superstores on a strict timetable.
- Responsible for recording, sorting and re-coding return stock.
- Acted as part of a training team at off sight locations to familiarise trainees with the various operating procedures.

Education

September 2003- July 2006

*The University of Nottingham; BA Hons. Archaeology
Class 2.1*

- Symbiosis of science and arts developed ability to approach problems logically and handle large sets of data in addition to honing communicative skills.
- Final year dissertation evaluated the success of the Portable Antiquities Scheme, both academically and financially, involving manipulation of original data sets and in depth exploration of the scheme's operating procedures and limitations.

September 1997- July 2002

Cranbrook School, Cranbrook, Kent

Graduate Recruitment Bureau, 4 Clifton Mews, Clifton Hill, Brighton BN1 3HR
T: 01273 325775 F: 01273 325003 www.grb.uk.com

- A-level: Physics (B), Physics advanced extension (Merit), Biology (B), Mathematics (C),
- AS Level: Chemistry (C) Further Mathematics (D) NVQ2 in Enterprise (Young Enterprise Qualification)
- GCSE: 6A*, 2A, B

Further Information

- **Languages** : English (native), French (Basic), German (Basic)
- **Key Skills**: Microsoft Word (advanced), PowerPoint (advanced), Microsoft Publisher (advanced), Excel (advanced), Highly numerate, Strong Communication skills

Personal Achievements

- Twice elected Social secretary of the University of Nottingham Archaeological Society.
- Archaeology Representative on the University Staff Student Committee for two years.
- Financial director of Cranbrook school's highly successful Young enterprise company.
- Student Support Officer both at School and University.
- Enthusiastic Archaeologist: Excavated across the UK and Greece, including six weeks in Sparta.
- Volunteer curator at Maidstone Museum
- Keen traveler: Toured Europe and the Far East in the last two years.
- Passion for Chess, Poker, contemporary and classical Literature and Entertaining. Play Football and Ultimate Frisbee at team level.
- Clean Drivers license.
- Gregarious, articulate, highly confident. Enthused by challenges, results driven, committed.