

PERSONAL PROFILE

As a graduate in Mathematics and Statistics I have a wide range of experience in data analysis, problem solving and computer based activities.

I have good communication skills, which I developed while at University through a number of special courses that involved report writing and presentation skills.

EDUCATION AND QUALIFICATIONS

2005 – 2007 **University of Hertfordshire**
BSc (Hons) Mathematics & Statistics
Degree class: 2.1

Subjects studied included: Linear Models & Multivariate Analysis, Business Forecasting, Linear Optimisation (Linear Programming), Statistical Modelling and Commercial Statistical Packages.

Forecasting Topics: The purpose of forecasting, data management, short-term forecasting, medium term forecasting, long-term forecasting, new product models, monitoring and control, forecasting accuracy, qualitative and judgmental forecasting. The effect of economic cycles on product sales, profits and markets of various products is covered.

Forecasting Techniques: Browns & Holts method for Forecasting Time Series with Trend. Naïve, Moving averages, Single exponential Smoothing for Forecasting of Stationary Series. Forecasting by Linear & Multiple Regression

1994 - 1999 **University of Hertfordshire**
BSc (Ordinary) Mathematics

Curriculum: Mathematical Techniques, Mathematical Modelling, Statistics, Programming, Algebra & Analysis and Non-Linear Systems.

Statistical Packages

- Minitab
- SAS
- SPSS
- Excel to carry out Statistical Analysis using Macros and user defined functions

Education (Continued)

May 2001-July 2001 Hertford Regional College

City & Guilds 7261 Level Two: Information Technology

Subjects Covered: Spreadsheets, Word Processing, Databases & Desk Top Publishing

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

Microsoft office Suite: Word, Excel, Access, Excel, and Publisher & Visual Basic.

May 2000-July 2000 Hertford Regional College

City & Guilds 7261 Level One: Information Technology

Subjects Covered: Same as Level Two

Passes in 6 G.C.S.E's including Mathematics, English & Accounting

EMPLOYMENT

September 1999 to June 2005

Employed as an Accounts Clerk and Office Administrator on Interim Contracts for the following companies:

Marsh Employee Benefit Services

- Daily processing of financial statements, received from clients, detailing items paid.
- Checking information advised by clients against data held on computerised database, to verify account and transaction details.
- Investigating and resolving any queries that arise with internal branches or clients

The Source, Harlow, Essex.

- Inputting Invoices onto Sage from the Database and despatching by post the invoices.
- Setting up new Customer Accounts on Sage and doing the filing on an ad-hoc basis

JM Communications, Enfield, Middlesex.

- Making payments to suppliers and inputting them onto the system and inputting receipts from customers.
- Recording incoming post and despatching outgoing post

Max Wright Ltd, Thundridge, Nr Ware Herts.

- Entering invoices into a Manual daybook prior to entry into SAGE.
- Processing orders placed by the Engineers
- Booking items in that have been received by the company from suppliers.

INTERESTS AND LEISURE ACTIVITIES

I enjoy salsa dancing and attend the local salsa club on a regular basis. I also enjoy cycling, swimming and travelling.