

- Motivated, driven individual with the ambition and commitment to succeed in banking
- A leader with proven teamwork, problem solving and time-management skills
- Proficient and interested in all aspects of Information Technology
- Capacity to deal with and analyse copious amounts of data
- Excellent presentation skills
- Have a basic conversational ability in both German and Spanish

ACHIEVEMENTS

- Achieved a silver medal at the Welsh Athletic Championships and a bronze medal at the Welsh Schools Championships
- Selected for the North Wales squad for the inter-regional championships
- Multiple academic prize winner – receiving the individual academic achievement award for 5 years consecutively
- Spent one month in Costa Rica undertaking voluntary conservation work, and have previously volunteered for the Boy Scouts and Cards for Good Causes
- Qualified netball umpire
- First Aid qualified with St. John Ambulance

WORK EXPERIENCE

Bar Supervisor on the Undercroft Bar, Durham University (October 2004 – June 2007)

- Lead my weekly shift behind the bar
- Helped to gain sponsorship, to increase the turnover of the bar, in turn delivering more funds to the Junior Common Room
- Delivered presentations to other members of the bar committee
- Attend weekly meetings with the bar steward and executives
- Helped train newer members of staff in the workings of the bar

Administrator, COS Group Cardiff (April 2005)

- Helped organise the accounts of a £5million company
- Delivered presentations to the Chief Executive Officer and owners of the company
- Liaised with local businesses to understand the needs of the local industries, and their budgets
- Worked as a bridge between the administrative and telesales departments

Bar Maid, Ye Olde Bull Inn, North Wales (April 2004 – September 2006)

- Critical member of the team setting up a new business
- Learnt to order stock, cash the till and receive deliveries
- Put the customer first and developed sales skills

POSITIONS OF RESPONSIBILITY

Treasurer of Durham University Cheerleading Squad (May 2006 - June 2007)

- Balancing the account books, £20000+ per annum
- Attend executive meetings monthly
- Organise kit, coaches and accommodation for all competitions

The Graduate Recruitment Bureau, 4 Clifton Mews, Clifton Hill, Brighton, BN3 1AE
www.grb.uk.com tel: 01273 325775

Bar Supervisor, The Undercroft Bar, Durham (September 2006 – June 2007)

- Liase frequently with the Bar Executive Committee
- Training new members of staff in the workings of the bar
- Overseeing the running of one shift a week, including the turnover through the till

University College Netball Captain (October 2005 – June 2006)

- Led the team to the first championship victory, gaining promotion
- Introduced a second 'B' team, to satisfy the increasing demand
- Organised several socials to develop the team spirit

Head Girl – Rydal Penrhos School, Colwyn Bay (May 2003 - July 2004)

- Acted as a voice for the students in the school
- Developed communication skills through presentations to parents at open evenings and my peers
- Chaired school council meetings, attended weekly meetings with senior staff
- Personally organised the Winter Ball for over 100 students handling a £3000+ budget
- Led the School Charity Committee, planning and successfully organising a school fete, involving 400+ people, and raising over £10000 for charity

INTERESTS

- Sports: Have a strong interest in netball, cheerleading, athletics and jogging, competing each weekend for the college, and training several times a week.
- Music: a keen musician, having played the flute for over 10 years, gaining my grade 6 examination. I have played in orchestras and smaller ensembles for 7 years.
- Travelling: A passion of mine, leading me to visit diverse areas throughout the World, and allowing me to experience many varied cultures.

EDUCATION

Higher: *University College, University of Durham (October 2004- June 2007)*

BA (Hons) Economics 1st (Obtained)

Secondary: *Rydal Penrhos School, Colwyn Bay (Sept. 1997- June 2004)*

A-levels:

Physics A Mathematics B Chemistry B

AS-Levels:

German A Key Skills in Information Technology (Level 3)

GCSEs:

Mathematics	A	English Lang	A	English Lit.	A	Religious Education	A
Chemistry	A*	Physics	A*	Biology	A	German	A
History	A*	Geography	A*	Food and Nutrition	A		