

EDUCATION

2003-2007: University of Nottingham

Degree: MEng in Chemical Engineering Attained 2:1 (67%)

1997-2003: West Buckland School, Barnstaple

A-level: Obtained 'A' grades in French, Chemistry and Mathematics.

AS-level: Obtained 'A' grades in German, Further Mathematics and General Studies

GCSE: Obtained 7 A* and 4 A grades.

WORK EXPERIENCE

Oct 2007-Present: Am currently employed in a temporary role at a company selling serviced office space and meeting venues at busy central London addresses, where my role entails quickly and efficiently responding to client queries and complaints, as well as performing receptionist, general administration and IT tasks using my proficient computer and communication skills.

2000-Oct 2007: My parents own and run a guest house; a business for which I must often take full responsibility, involving tasks such as taking reservations, greeting guests and managing staff. I am confident adapting to unforeseen circumstances in order to ensure the smooth running of the guest house. This long-standing role has ingrained in me excellent inter-personal and organisational skills.

Jun-Aug 2006: Worked as a scientific research assistant at the University of Nottingham, during which I had to creatively devise and implement experiments into the impact behaviour of fluids. The results were then presented to a supervisor.

Jul-Aug 2005: Worked as an assistant at a local solicitors' office where I performed general administration and receptionist work. Tasks included greeting clients and scheduling appointments.

INTERESTS

I am a keen sportsman, frequently participating in a wide range of sports. I enjoy playing cricket, rugby, football, squash and golf at a competitive level and being part of a team. I have also been given captaincy roles on various occasions.

I enjoy playing and listening to music. I am a self-taught guitarist have played bass in a local pub's house band. I regularly volunteered at my university and hospital radio stations as a broadcast assistant, producer and presenter. I also enjoy reading, and maintain a good knowledge of current affairs.