

## EDUCATION AND QUALIFICATIONS

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2006 – 2007	<b>Durham University</b> Business Management MA – 66%
2003 – 2006	Sport in the community BA (Hons)- Class 2.1
2001 – 2003	<b>Colchester Sixth Form College</b> A Levels Physical Education – A Business – B Psychology – B
1997 – 2001	<b>Philip Morant School</b> GCSEs 10 A-Cs

## INTERESTS AND ACTIVITIES

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I am keen on all sports and particularly enjoy football, running and Cricket. From a young age I have played sport at a high standard. I spent four years with Colchester United Football Club and I have represented my county playing football. Throughout my sporting career I have captained various teams, excelling in the responsibility that these roles offer. For four years, I have played for Durham University Football Club 1st XI and Durham University 2<sup>nd</sup> XI Cricket team. In addition to sport, I also enjoy travelling and experiencing new countries and cultures. I particularly enjoyed going on Safari in South Africa last summer.

## WORK EXPERIENCE

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### **The Bank of New York**

September 2007- December 2007

*Intern, Global Client Management*

I spent three months working in the global client management department of BNY, in London. During the placement, I developed an understanding of client management and the financial sales sector. Whilst working at BNY, my main project was establishing the global group revenue of the bank's clients. This involved interaction with clients and collecting revenues across numerous product lines.

### **Halifax Bank of Scotland**

July 2007- August 2007

*Financial Intelligence*

I worked in the insurance and investment department of HBOS, in Leeds. During the eight-week placement, I was examining the sales consultants' bonus scheme and devising recommendations for how the current scheme could be improved. In addition to this, I was involved in the launch of a new home insurance product, assessing the effects of its introduction on the insurance and investment department.

### **Creative Events**

July 2005-September 2005

*Duty Manager for Bar and Marketing Assistant*

I spent three months working in the hospitality industry for 'Creative events.' This involved organising and managing the presentation of several bars at prestigious events such as the Ashes cricket, Live8 and "The summer

screen" hosted by Film Four at Somerset House. Daily managerial duties included cash/stock auditing, team motivation and interacting with clients. It was also my responsibility to ensure my team maintained high standards of personal appearance, manners and etiquette.

#### **International Management Group- Wimbledon**

June 2005-July 2005

*Retail Supervisor*

As the supervisor at Wimbledon Tennis Tournament's main sports shop, I was able to combine my sport's expertise with team and communication skills to effectively interact with both customers and colleagues. Responsibilities included managing stock replenishment and customer services. The shop was centrally located next to court number one, and consequently was often very busy. This meant I had to work efficiently maintaining a high level of customer care whilst under pressure.

#### **SKILLS**

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Computing: I have an understanding of all the Microsoft Office programs through undertaking a number of IT projects whilst at school. Several modules of my degree involved the use of IT Skills and directly involved active involvement with SPSS packages and other windows programs.

Communication: I have a sociable and outgoing character and enjoy meeting and working with new people. At University I have forged strong relations with both my peers and academic tutors, and my work experience has also developed my strong communication skills.

Leadership: I have undertaken roles of leadership and responsibility in my academic, sporting and vocational experiences. These have varied in nature and taught me many different skills. I have learnt the importance of fulfilling my own role to the highest quality whilst also effectively delegating duties to achieve a high standard of team -work. I appreciate the importance of an effective and hardworking group of staff and I believe that competition and motivation, combined with a supportive and flexible approach are key attributes of good leadership.

Teamwork: I am also able to take guidance, advice and orders from others and I fully appreciate the importance of respect. I have worked in numerous University projects that have involved working with students who I had perhaps not known before. I have thereby forged new relationships and achieved high academic results. In sport, I play for teams of varied ability and I enjoy the challenges that this poses. My time in sport has taught me the importance of always giving my best whilst allowing others to do the same.

Personal Attributes: I am a very enthusiastic and determined individual, and through the undertaking of a broad spectrum of academic subjects I have a wide knowledge of various areas. I have always been able to manage my time effectively, balancing academic work with extracurricular activities. In addition, my employment experience has given me extensive team-work and communication skills and it has also enhanced my personal development.