

Name SURNAME

Address

Telephone Number, Email

Education

DATES **University of Kent – DEGREE TITLE**

Modules include:

I obtained 62% in my 2nd year exams, equivalent to a 2:1

My group project involved ... and put my strong interpersonal and research skills to good use.

DATES **School/College Name – 3 A- Levels (ABB)**

DATES **School Name – 9 GCSEs (A*-B), including Mathematics (A) and English (AB)**

Work experience

DATES **Tinkersoc, University of Kent – President**

- An engineering society, running events, marketing the society to increase membership, booking external speakers.

DATES **The Dolphin Pub, Canterbury – Bar work**

- Part-time work throughout the year serving customers, paying close attention to detail and cashing up.

DATES **Tourist Information Office, Canterbury**

- Assisting customers from all over the world with a wide variety of enquiries, working in the Bureau de Change, booking theatre and concert tickets.

DATES **Hastings City Council - Temporary Accounts Clerk in City Treasurer's office**

Responding to customer enquiries, using computerised accounts systems.

Skills and interests

- Fundraising: organised a charity fun run, raising £1000 for Pilgrim's Hospice
- Photography: I taught myself how to use Photoshop, and take photos for friends and family
- IT: Knowledge of Microsoft Office, Linux and MacOS
- Fluent in English and advanced level German
- Full, clean driving licence

REFEREES : I am happy to supply these on request.