

# Chronological CV

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Multi-lingual business studies undergraduate with varied financial work experience and strong interpersonal skills seeks a career in financial consulting.

Your profile should be concise and reflect the opportunity on offer in its emphasis

## EDUCATION & QUALIFICATIONS

**2003 – 2007**

### **Buckinghamshire Chilterns University College**

*BA International Business Studies with Spanish (expected 2:1)*

- Study semester at the University of Valladolid (Spain).
- Six month work placement in Barcelona.
- Final year 12,000 word dissertation on different approaches to the recent government work-life balance scheme. Included analysis of the UK pensions market to 2050.

Relate course content to the opportunity. This may be the subject of your dissertation or a list of relevant modules

**1995 - 2002**

### **Tonbridge School**

*A-Level: French (C) and Business Studies (B)*

*GCSE: French (A); Maths (B); Spanish (B); Biology (C);*

*Chemistry (C); Physics (C); English (C); Information Technology (C)*

## FINANCE RELATED WORK EXPERIENCE

**2006 (Feb – Aug)**

### **Audigest S.A. (Barcelona)**

*Audit Assistant*

- Six months' work experience in an international bank.
- Working with a senior auditor reviewing company financial systems and analysing risk.
- Performing tests to check that financial information systems were fit for purpose.

It is useful to distinguish between work experience directly related to the post and other work experience

**2003 (Jan – Aug)**

### **First Choice Holidays and Flights Ltd (High Wycombe)**

*Financial Assistant*

- *Supplier Statement Reconciliation:* Worked in team of four matching invoices to payments made on account.
- *Accruals matching team member:* Worked in a team of twenty.

**2002 (Jul – Aug)**

### **Cats Protection League (Chalfont)**

*Financial Assistant*

- Working within the accounts payable team.
- Duties: bank reconciliations, branch recharges, updating sales and purchase ledger and calculating trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Undertook OCR Level 1 Book Keeping Course.

**2001**

### **Brebner, Allen and Trapp Chartered Accountants**

*Unpaid Work Experience*

## OTHER WORK EXPERIENCE

- 2005 (Jun – Dec) **Sainsbury's Local** (Hazelmere)  
*Supervisor*
- 2003 – 2007 **Buckinghamshire Chilterns University College**  
*Campus Librarian* (Dec 05 – Jun 06)  
*University Tour Guide* (Sep 03 – Jan 04)
- 2001 (Jan– Dec) **McDonald's** (High Wycombe)  
*Crew Member & Supervisor*

You may have gained skills or experience in these posts that you think are relevant. You can draw attention to them in your covering letter

## LANGUAGES

- French: Semi-fluent.
- Spanish: Fluency obtained working in Spanish-speaking countries.
- Completed Cicero Language School two-day TEFL (Teaching English as a Foreign Language) course.

## IT SKILLS

- OCR Level 1 & 2 Web design. (MS Frontpage).
- Experience of SageLine 100, Barclays Business Master and Care (Livecontacts).
- Confident user of all Office applications, Email and Internet.

## VOLUNTARY WORK EXPERIENCE

- 2006 (Feb – Aug) Teaching English (Valladolid, Spain)
- 2004 (Feb – Mar) Student Volunteering: Teaching young adults DJ'ing skills
- 2002 (Sep – Jan) Teaching English (Guadalajara, Mexico)

## ADDITIONAL

- Enjoy running and have successfully completed organised races for Diabetes UK.
- Driver's licence with no endorsements held since 2000.

## REFERENCES

Available on request