

NAME

Tel: 0123456789

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EDUCATION

2017 - 2020

B.Acc. (Hons) Accountancy, Business and Finance, University of York, United Kingdom

- *Average grades:* Year 1 - 72% Year 2 - 69%, *Expected result:* 1st
- *Modules completed:* Financial accounting, Taxation, Audit, Business statistics, Finance, Financial markets, Business law and Management
- Developed strong numeracy skills, business and commercial awareness, and project management skills
- Attained the highest mark in the year (77%) for delivering the presentation on Public Evaluation of Corporations to a panel of lecturers
- Improved leadership skills by leading a team in the inter-university Business Plan Game, achieving the 3rd place out of forty

2015 - 2017

Diploma in Spanish and English Languages and English Literature, University of Barcelona, Spain

RELEVANT WORK EXPERIENCE

Summer 2019

Internship, Business Growth Potential Project, Financial Services Authority, London and Edinburgh

- As a part of the FSA's Small Firms Division, coordinated a project which analysed Scottish SMEs in the manufacturing sector to investigate business and investment growth potential
- Analysed growth potential across a wide range of markets
- Ran projects on day-to-day basis, presenting the findings to a panel of senior managers monthly
- Gained understanding of the FSA's wider role through work shadowing

Summer 2018

Business Internship, Morgan Stanley, London

- As a part of the business support team, provided effective administration support for a range of business areas in the Glasgow office
- Collected and analysed data to facilitate the assessment of the areas of inefficiency
- Developed awareness of several online software packages, MS Excel and Visio
- Facilitated four large projects, such as the improvement of business processes through Six Sigma methodology
- Gained real life insight into the financial sector

ADDITIONAL WORK EXPERIENCE

2018 - 2020

Barista/Supervisor, Costa, York

- Supervised a team of six staff. Managing and delegating tasks, which required great flexibility during busy times
- Trained all new employees on the correct procedures
- Ordered and maintained stock, ensuring a high level of accuracy

ACHIEVEMENTS & AWARDS

Academic

- Co-Winner of Project Prize for best team project in Business Plan Game competition- presented at inter-university awards dinner (2019)
- Top performing class awards for excellent grades (2015 and 2016)

Societies

- After being a residential volunteer at the RSPB reserve in York, launched a new environmental society
- Recruited 30 students in the first 5 months
- Organised species surveying and bird reserve maintenance projects

Community Involvement

- Coordinated student fundraising activities for Cash for Kids and New Horizons Asylum Seekers' Project
- Raised £800 for children of asylum seekers housed in Newcastle

Sport

- Frequently participated in the Sailing Club's racing events, managing this alongside study and part-time working
- Part of the runner up team in the Universities League (2018)

SKILLS

- Advanced capability in all MS Office packages such as Excel, Powerpoint and Word.
- English – fluent (CAE - Grade A)
Polish – native language
Spanish and Czech – intermediate reading, writing and spoken