

JENNA KALNINA

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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 the Basque Country, Alava, 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, Coffee Emporium, 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 Blacktoft, 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 Glasgow

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. Working knowledge of Six Sigma and Visio.
- English – fluent (CAE - Grade A)
Polish – native language
Spanish and Czech – intermediate reading, writing and spoken