

Your Name BA (Hons)

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d.o.b.: 01 January 1976

A graduate of Modern Languages with strong problem-solving, communication and planning skills, I am looking for an entry-level graduate position within the IT industry.

Key Skills:

- Strong problem solver
 - Strong initiative – able to work well alone and as part of a team
 - Excellent analytical skills
 - Excellent communication skills, both written and oral
 - Excellent organisational and planning skills
 - Adaptable, quick learner
 - Fully computer literate (Windows; Office 97/2000; Outlook 98/2000)
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Work Experience:

October 1998 to March 2000 **Assistant** **APEX Ltd.**

Negotiating, in English and Italian, on behalf of American Investment Bankers

- Compiling .ppt business plans
- Travelling to Milan and Rome to provide support on Italian projects
- Liaising on behalf of the group with clients and internal departments (Systems, Finance etc)
- Organising extensive international travel arrangements and itineraries, and submitting subsequent expense claims according to strict budget guidelines
- Arranging meetings into multiple complex schedules

Vacations 1996 to 1998 **Secretary** **BT Europe Ltd.**

- Arranging Managers' diaries
 - Being first point of reference for external callers
 - Compiling detailed PowerPoint presentations for Board meetings
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Education:

September 1994 to June 1998 **University of Manchester**

- French and Italian BA (Jt Hons)
Grade III with distinction for spoken Italian

September 1993 to June 1994 **Spenser College** **Ipswich**

- A level Government and Politics grade B

September 1992 to July 1994 **Wigwam 6th form** **Ipswich**

- A level English Language grade B
- A level French grade C
- A level General Studies grade A

September 1987 to July 1992 **TelleTubbies High School** **Ipswich**

- 12 GCSEs achieved: 8 at grade A, 2 at grade B, 2 at grade C
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Extracurricular activities:

- Student Rep for the Final Year French and Italian students at University of Leicester - ensuring students' concerns were heard and taken into consideration in departmental decision-making
 - Student Chair of the Modern Languages Staff-Student Committee at University of Leicester - chairing monthly meetings of the Committee and point of liaison between staff and students
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Interests:

- Travel – I have recently returned from a month-long solo trip which took me to USA, Hong Kong and the Philippines
- Contemporary literature
- Keeping fit, in aerobics, yoga and weight training
- Continuing the quest to find the perfect pizza