

Sample cv

Mark Smith
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PROFILE

I am a Finance graduate who is keen to find a position as a Trainee Accountant. I am trustworthy, numerate and meticulous. I have worked for a firm of Chartered Accountants and gained a good understanding of what skills are required of an accountant. Part of the role required me to use my own initiative and work as part of a team.

EDUCATION

- 2003 – 2006 BA (Hons) 2.1 in Financial Accounting at the University of Warwick
Subjects studied: Business Studies, Finance accounting, computer studies.
- 1996 – 2003 Handsworth High School
3 A Levels: Mathematics (A), Economics (B), IT (A)
6 GCSEs: Mathematics (A*), English Language (A*), Business Studies (A), Economics (A*)
Science (B), French (B)

WORK EXPERIENCE:

Summer 2005 JOHNSON & STEVENS, Administrative Assistant
A Summer job working for a large firm of accountants.

My responsibilities and achievements were:

- Assisted the Senior Partner who was conducting audits of major companies in the area.
- Handled incoming telephone calls to the Senior Partners.
- Organised and maintained the Senior Partners filing system.
- Typed reports on an IBM Compatible PC using the Microsoft Office Suite.
- Devised a new filing system to maintain files held in the department.

Summer 2004 CHEDLEE COMMUNITY CENTRE, Co-ordinator
A Summer job at a community centre for the elderly.

My responsibilities and achievements were:

- Organised a local advertising drive that increased the number of elderly people coming to the centre by 20%.
- Organised games for people attending in the afternoon sessions.
- Escorted some of the elderly people to and from the premises.

COMPUTER SKILLS

IBM Compatible PC's running Microsoft Windows, MS-DOS, Word Perfect, Lotus 123, Microsoft Visual C.

ADDITIONAL INFORMATION:

Driving Licence: Full, clean

INTERESTS:

Interests at the University of Warwick included organising a charity quiz which raised £5000. I enjoy badminton, cinema and going to the theatre.

REFERENCES:

Professor Bill Johnston, Department of Finance, The University of Warwick, Coventry, CV4 7AL.
Mr Jack Francis, Personnel Manager, Johnson & Stevens, 124 High Street, Stratford upon, CV37 4NQ.