**Miss Money Doctor**

Swansea University

SA2 8PP

01792606699

moneydoctors@swansea.ac.uk

**Profile**

An Economics and Finance student at the University of Swansea. I have skills and knowledge essential for managing key areas of an organisation and the problem solving skills needed in finance. I am looking for a part time position in marketing where I can use my strong interpersonal and communication skills.

**Experience**

**Money Advice & Support Office, Swansea University**

**Money Advice & Support Officer** January 2010 – July 2014

Worked in a busy team, sometimes under pressure. Provided a quality service to students, offering advice and guidance on all things money related. Most of my work experiences have involved working within a team-based culture. This often involved liaison, planning, organisation and commitment to ensure that daily targets were met, tasks were distributed fairly amongst staff members, and communication worked effectively.

**Green's Fruit & Veg, Cardiff**

**Grocery store assistant/ waitress** April 2008 – January 2010

I worked front of house in a busy grocery store/ coffee shop. Here I was involved in a flexible and diverse working environment, often left in sole charge of the coffee shop. This allowed me to learn and practice a variety of skills including effective customer service, cash handling and stock management.

**Education**

**Swansea University** September 2014 - Ongoing

BSc Economics and Finance

Degree

Modules studied to date:

* E-commerce
* Accounting and Finance
* Marketing
* Business Mathematics

**Swansea College** September 2005 – June 2007

A Level in Economics - A

(WJEC)

**Swansea College** September 2005 – June 2007

A Level in Mathematics - A

(WJEC)

**Swansea College** September 2005 – June 2007

A Level in Law - A

(WJEC)

**Saint David's School, Swansea** September 2000 – June 2005

GCSE's in English, Mathematics, Science, ICT, Geography, Welsh, History – grades A\*-B

(WJEC)

**Interests**

Sports and Recreation: I believe that keeping active is the key to a focussed, well balanced mind in today's hectic society. I love the camaraderie of team sports like netball, and the thrills of surfing, caving and climbing, which requires a high level of motivation and focus.

Leadership: I enjoy taking an active role in leading and managing projects. I was Project Leader of communication and marketing in my job previous role. This allowed me to practice planning and organisational skills.

**Skills**

**ICT:** Word, Excel and Office for Windows and Mac (2012)

**Languages:** Good conversational Welsh

**Driving:** Full current clean UK licence.

**References**

Available on request