

Graduate

Karen Travers, Dayjob Ltd, 120 Vyse Street, Birmingham B18 6NF
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PERSONAL STATEMENT

A professional, friendly and courteous graduate who has a track record of getting tasks/projects done on time and to the highest standards. Karen is someone who takes great pride in her work, and who as a self-motivated team player is able to take responsibility for delivering to tight deadlines. She has a wide range of valuable transferable skills gained through study, volunteering and sports that can be used across various job roles and functions. One of her strongest competencies is her ability to manage several projects at the same time, this coupled with her superb communication skills, makes her an ideal candidate for your position. Right now she is looking for a suitable entry level position with an employer who cares strongly about the personal and professional development of their employees and who has on-going programs designed to nurture, develop and promote individuals to their maximum potential.

Leadership



Project management
Team player
Planning & organising
Budget control
Commercially minded
Decision making

Personal



Natural communicator
Smart appearance
Articulate
Customer service skills
Networking skills
Oral communication

Dynamic



Energy and drive
Result orientated
Highly motivated
Influencing skills
Motivating others
Multi-tasking

Smart



Innovative & creative
Information retrieval
Highly numerate
Mature outlook
Drawing conclusions
Quick thinker

ACADEMIC QUALIFICATIONS

Coventry North University

Degree In Business Administration

2011 - 2012

Pass

Birmingham South High School

A level: Mathematics

A level: English Literature

A level: Geography

A level: Science and Physics

2008 - 2011

Pass

Pass

Pass

TRANSFERABLE SKILLS ACQUIRED WHILST STUDYING

- Can act as the first point of contact on the telephone or face to face, for customers, visitors and other professionals.
- Ability to undertake focused research and to then present results to a variety of audiences.
- Have a good grasp of mathematics and basic statistics.
- Breaking down complex data and identifying the key information using logical arguments.
- Superb marketing skills, able to secure new contracts and relationships through pro-active business development.
- Adjusting work assignments or schedules in order to changing priorities and circumstances.
- Highly organised and able to plan ahead and prioritize.
- Creating and implementing new administrative systems, such as record management,

SELECTED ACHIEVEMENTS

Created (for free) an entire new administrative system for a animal welfare charity, included filing systems, office layout & HR processes.

At University organised regular meetings between MBA undergraduates and the local Chamber of Commerce.

Run a website dedicated to saving endangered animals and rain forests around the world.

REFERENCES

Richard Jones
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