

## Öğrenci/Yeni Mezun CV-İngilizce

**Name Surname**

**Address**

**Telephone**

**E-Mail**

### PROFILE:

A Mathematics student who is keen to find a position as a Trainee Accountant. Reliable, trustworthy, numerate and meticulous. Worked for a firm of chartered accountants last summer and gained a good understanding of what is required of an accountant. Able to work on own initiative or as part of a team and can deal with administrative duties competently

### EDUCATION:

- 2008 - 2011                    **BSc (Hons) 2.1 (expected) in Mathematics at the University of Warwick.**  
**Subjects studied:** Business Studies, Computer Studies, Calculus, Geometry & Topology and Catastrophe Theory.
- 2001 - 2008                    Cheadle High School.  
**3 GCE A Levels:** Mathematics [A], Economics [A], Chemistry [A].  
**6 GCSEs:** Mathematics [A\*], English Language [A\*], Chemistry [A\*], Economics [A\*], Physics [A], Geography [A].

### EXPERIENCE:

- Summer 2010                **AAA**
- Administrative Assistant**  
A vacation job working for a large firm of accountants. Responsibilities and achievements:
- Assisted the Senior Partner who was conducting audits on major companies in the area.
  - Handled incoming telephone calls to the Senior Partner from other companies and members of the public.
  - Organized and maintained the Senior Partner's filing system.
  - Typed reports on an IBM Compatible PC using the WordPerfect word-processor
  - Devised a new filing system to maintain the files held by the department.
  - Solved users PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages.

Summer 2009

**BBB**

**Coordinator**

A vacation job at a community centre for the elderly. Responsibilities achievements:

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

**COMPUTER SKILLS:**

Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access), programming (ASP, HTML, JavaScript).

**ADDITIONAL INFORMATION:**

Driving Licence: Full, clean.

**INTERESTS:**

Cinema and theatre.