

Chronological CV

ASHLEY GILL

Lappage Court,
Tyler Green,
Bucks,
HP8 4JD

Telephone: 01882 652349

Mobile: 07717 121824

Email: ashleygill01@hotmail.co.uk

Multi-lingual business studies undergraduate with varied financial work experience and strong interpersonal skills seeks a career in financial consulting.

Your profile should be concise and reflect the opportunity on offer in its emphasis

EDUCATION & QUALIFICATIONS

2005 – 2009

Buckinghamshire Chilterns University College

BA International Business Studies with Spanish (expected 2:1)

- Study semester at the University of Valladolid (Spain).
- Six month work placement in Barcelona.
- Final year 12,000 word dissertation on different approaches to the recent government work-life balance scheme. Included analysis of the UK pensions market to 2050.

Relate course content to the opportunity. This may be the subject of your dissertation or a list of relevant modules

1997 - 2004

Tonbridge School

A-Level: French (C) and Business Studies (B)

GCSE: French (A); Maths (B); Spanish (B); Biology (C);

Chemistry (C); Physics (C); English (C); Information Technology (C)

FINANCE RELATED WORK EXPERIENCE

2008 (Feb – Aug)

Audigest S.A. (Barcelona)

Audit Assistant

- Six months' work experience in an international bank.
- Working with a senior auditor reviewing company financial systems and analysing risk.
- Performing tests to check that financial information systems were fit for purpose.

It is useful to distinguish between work experience directly related to the post and other work experience

2005 (Jan – Aug)

First Choice Holidays and Flights Ltd (High Wycombe)

Financial Assistant

- *Supplier Statement Reconciliation:* Worked in team of four matching invoices to payments made on account.
- *Accruals matching team member:* Worked in a team of twenty.

2004 (Jul – Aug)

Cats Protection League (Chalfont)

Financial Assistant

- Working within the accounts payable team.
- Duties: bank reconciliations, branch recharges, updating sales and purchase ledger and calculating trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Undertook OCR Level 1 Book Keeping Course.

2003

Brebner, Allen and Trapp Chartered Accountants

Unpaid Work Experience

OTHER WORK EXPERIENCE

- 2007 (Jun – Dec) **Sainsbury's Local** (Hazelmere)
Supervisor
- 2005 – 2009 **Buckinghamshire Chilterns University College**
Campus Librarian (Dec 07 – Feb 08)
University Tour Guide (Sep 05 – Jan 06)
- 2003 (Jan– Dec) **McDonald's** (High Wycombe)
Crew Member & Supervisor

You may have gained skills or experience in these posts that you think are relevant. You can draw attention to them in your covering letter

LANGUAGES

- French: Semi-fluent.
- Spanish: Fluency obtained working in Spanish-speaking countries.
- Completed Cicero Language School two-day TEFL (Teaching English as a Foreign Language) course.

IT SKILLS

- OCR Level 1 & 2 Web design. (MS Frontpage).
- Experience of SageLine 100, Barclays Business Master and Care (Livecontacts).
- Confident user of all Office applications, Email and Internet.

VOLUNTARY WORK EXPERIENCE

- 2008 (Feb – Aug) Teaching English (Valladolid, Spain)
- 2006 (Feb – Mar) Student Volunteering: Teaching young adults DJ'ing skills
- 2004 (Sep – Jan) Teaching English (Guadalajara, Mexico)

ADDITIONAL

- Enjoy running and have successfully completed organised races for Diabetes UK.
- Driver's licence with no endorsements held since 2000.

REFERENCES

Available on request