

# Skills based CV

ASHLEY GILL

## PERSONAL DETAILS

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Keep profiles concise and showing career focus

## PERSONAL PROFILE

Adaptable and ambitious business studies undergraduate with proven customer service skills and an excellent understanding of business finance, keen to take on the daily challenges and rewards of working for Innovate Car Hire.

## SKILLS & ACHIEVEMENTS

### Business Awareness

- Experience in financial assistant roles in the commercial and voluntary sector with competence in business finance developed abroad.
- Active member of the university business club – winner of the 'Bucks Best Business Pitch' award in 2007 Enterprise Week, judged by Michael Eavis.
- Customer service awareness and skills developed working for Sainsbury's and McDonald's, achieving supervisor status in a short time.

### Initiative & Adaptability

Skills headings suggested by the vacancy

- Self-funded an evening course in bookkeeping during first accountancy role with the Cats Protection League to increase my effectiveness at work.
- Successful study and work in Spain and Mexico demonstrate my ability to adapt and thrive in new and different environments.
- Volunteering as an English language tutor and raising money for Diabetes UK during my studies required initiative, dedication and discipline.

### Team Working & Leadership

Quantify achievements

- Worked in a small team of 5 at Sainsbury's running a local store and a large financial team of 20 at First Choice taking on a variety of roles.
- Built team spirit as a supervisor at Sainsbury's by ensuring that staff were supported to meet testing team sales targets.
- Planning and coordination role taken in university group assignments - achieved an overall average 70+% grade in group assessments.

### Effective Communication

- Strong interpersonal skills developed in customer service roles in retail, library and as a university tour guide.
- Ability to build rapport with customers in a short time evidenced by working as an English language tutor in Spain and Mexico.
- Strong presentation skills and confidence demonstrated by presentations in different languages to groups of 5 to 50.

### IT Skills

- Competent with all Microsoft Office applications
- OCR Level 1 & 2 Web Design (MS Frontpage)
- Experienced user of Sageline 100

### Languages

- French: Semi-fluent
- Spanish: Fluent

IT & language skills will always be of interest to employers

## EDUCATION & QUALIFICATIONS

2003 – 2007

### Buckinghamshire Chilterns University College

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

- Study semester at The University of Valladolid (Spain)
- 6 month work placement in Barcelona
- Modules studied included: Business Planning; Sales Promotion and Marketing; Business Operations Management

1995 – 1998

### 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.*

## WORK HISTORY

2003 – 2007

### Buckinghamshire Chilterns University College

*Campus Librarian (Dec 05 – Jun 06)*

*Tour Guide (Sep 02 – Jan 03)*

2006 (Feb – Aug)

*Audigest S.A (Barcelona) Audit Assistant*

2005 (Jun – Dec)

*Sainsbury's Local (Hazelmere) Supervisor*

2003 (Jan – Aug)

*First Choice Holidays and Flights Ltd (High Wycombe) Financial Assistant*

2002 (Jul – Aug)

*Cats Protection League (Chalfont) Financial Assistant*

2001 (Jan – Dec)

*McDonald's (High Wycombe) Crew Member*

All the relevant transferable skills from your work history should be on page 1

## VOLUNTARY WORK

2006 (Feb – Aug)

*Teaching English (Valladolid, Spain)*

2002 (Sep – Jan)

*Teaching English (Guadalajara, Mexico)*

## REFERENCES

Available on request