**MARIA STUART**

1 Career Road, Career Town, Career County XX1 4BE

Tel: 01234 555 666 (Home) / 07951 123 456 (Mobile)

Email: mariastuart@career.co.uk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROFESSIONAL PROFILE**

A determined and ambitious graduate, with an MSc in Finance and Investment committed to developing a successful career in banking. Possesses exceptional mathematical aptitude, IT literacy and an understanding of banking and the financial markets. Naturally self-motivated with strong leadership abilities, driven to succeed in a demanding environment, can work well on own initiative and performs effectively under pressure. Excellent communication and relationship-building skills, can communicate concisely at all levels. Quick to learn and relishes a challenge both on a personal and professional basis and strives to make an impact on every level. Now seeking a front-office role in a top investment bank.

**CORE STRENGHS**

* *Highly analytical with strong numeracy skills:* aptitude for quickly assimilating data and clearly reporting
* *High level of attention to detail:* thorough and accurate whilst maintaining deliverables
* *Time management:* ability to prioritise and multi-task with high levels of motivation to meet tight deadlines
* *Excellent communicator:* commended for powerful delivery of speeches at fundraising events
* *Problem solver:* demonstrated a logical and analytical approach to solving complex problems and issue

**QUALIFICATIONS**

**BSc Business Management**, Nottingham University, 2012 – *On track for 1st / 2:1*

**4 x A-Levels (including Maths ’A’, Further Maths ‘A’),** Chesterfield Sixth Form College, 2008

**9 x GCSEs (including Maths & English)**, Chesterfield High School, 2006

**Academic achievements:**

* Multiple national awards and recognitions for public speaking and debating
* Leader of successful team which won ‘Best Green Business Enterprise’
* Won school Maths prize for two consecutive years

**PROFESSIONAL EXPERIENCE**

**Tutor, COMPANY NAME, Location 2009 - Present**

* Improving Maths results for GCSE and AS-level students both by tutoring individuals and within groups
* Commended for excellent communication and interpersonal skills

**Shop Assistant, COMPANY NAME, Location 2007 - 2008**

* Excelled in achieving monthly (pro-rata) sales targets, monitoring performance of stock, resolving customer complaints, planning promotions, creating visual displays
* Co-trained new staff in Induction procedure across multi-sites

**ADDITIONAL INFORMATION**

**IT Skills:** Advanced MS Office, Peoplesoft, Hyperion

**Interests:** Led team of 25 to run high profile fundraising events including concerts and theatrical productions raising funds for UNICEF; enjoys competitive running having completed half and full marathons internationally; has travelled extensively within South America

**Languages**: Advanced Intermediate and written Spanish