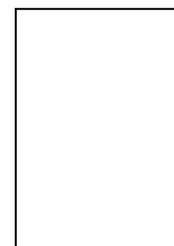


MODELO DE CURRICULUM VITAE EN INGLÉS



ADDRESS: 483 Mile Post Lane, London E4 6DZ
TELEPHONE: 020 6643 77 32
MOBILE: 00 34 676 88 97 92
E- MAIL:
DATE OF BIRTH: 5TH July 1982
NATIONALITY: Spanish

EDUCATION

2000- 2001 Glebe College. University of London. BA Modern & Contemporary History. Expected 2:1

- Independent research project: "Attlee as Campaigner- the 1945 election in Press and Cabinet"
- Co- ordinated research across several libraries and Public Record Office.
- Developed project management skills.
- Networked with leading academics across the UK
- Quantitative & qualitative analysis of complex, varied information

WORK EXPERIENCE

Oct. 2002- present **Glebe College Students' Union.** The Marketplace Team Member (retail)

- My suggested improvements to the queuing system led to improved customer satisfaction
- Working quickly to a high level of accuracy, including mental arithmetic
- Team work with other students and paid managers

Summer 2002 **Direct Northern,** Manchester (Insurance Brokers) Underwriting Assistant

- Developed IT skills, especially Excel and Access
- Strengthened spoken & written communication skills for business
- Gained experience of the financial sector
- Dealt efficiently with the public
- Quickly mastered and used complex administrative systems

1999- 2001 **Tesco, Stockport** Sales Assistant/ Cash Office Assistant

- Reliably handled large sums of money
- Maintained good humour, tact & patience with the public
- Successfully adapted to different roles at short notice
- Worked in front and back office functions

ADDITIONAL SKILLS

Computing

Word processing: Highly competent user of Microsoft Word and Word Perfect.

Spreadsheet: Regular user of Excel at University and in the workplace

Database: Some experience of Access (I am teaching myself to write queries)

Internet: Frequent use of discussion groups relevant to my studies in addition to fast efficient use of World Wide Web and e- mail

Languages

French: Intermediate written and spoken

Spanish: basic spoken

Driving Licence

Full clean UK licence

References available on request