

HANDOUT

Julie E J McCartan

Personal Information

- Marital status: **Single**
- Nationality: **British**
- Age: **23**
- Date Of Birth: **20th February 1978**
- **Full Clean Driving Licence**

Personal Profile

I am a self-motivated, enthusiastic and very determined individual who thrives in a challenging environment. I relish the opportunity to use my own initiative and consider myself a strong team player. Before graduating, I have spent a full year in employment followed by extensive travel, I feel both have provided me with strong foundations. I am looking for a position that will allow me to further my career and build upon my existing skills.

Education

- Sept 2003 – Oct 2004 **Saïd Business School, Oxford University**
MSc. International Business
Modules in Business and Financial systems
Dissertation exploring recruitment methods in France and the UK
- Sept 1996 – June 1999 **Oxford Brookes University**
2:1 BSc (Joint Hons) Degree
Psychology and Sociology
Eligible for graduate membership of the British Psychological Society
- Sept 1994 – July 1996 **Park Lane College**
A'Levels
Psychology (A)
Art (A)
French
- Sept 1989 – July 1994 **Grangers School**
GCSE's
9 A-B passes including English, Maths and Science

Professional experience

- May 2000 – Sept 2000 **Pxxxx Marketing**
Events Coordinator

I managed small groups of employees ensuring efficient organization, guaranteeing teams were able to represent MBNA Credits Cards professionally with maximum sales potential.

Further responsibilities involved monitoring and evaluating the teams' client applications, ensuring data provided was compliant with company criteria. This developed my negotiation and communication skills and emphasised the importance of effective team work.

- Oct 1999 – May 2000 **FMCG Field Marketing**

Client Service Assistant

Providing effective clerical, secretarial and administrative support to agreed deadlines in order to achieve client objectives and the smooth day to day operation of accounts, which included Lego and Sony.

Forming Power Point presentations of trends and statistics from raw field data for client viewing in a coherent and structured manner.

My position enabled me to utilize many skills and personal attributes such as teamwork, task prioritisation and time management, customer services and using appropriate communication skills on all levels.

- June 1997 – Sept 2000 **Sxxxx Promotions**

Event Coordinator / Manager

This contract position dealt in organising, managing and coordinating product promotions at varied events and delegating teams around the country. Represented companies included Virgin, Vodaphone, Walls, Linda McCartney, British Telecom and Elida Fabege.

Key Skills

Microsoft Office Applications

Word	Excel
Outlook	PowerPoint

Other Computer Applications

SPSS	AS400
Varied in-house Databases	

Interests

I enjoy travelling to new countries and learning about their varied cultures. I am open to new ideas and challenges and will try anything once, this has included skydiving, bungee jumping and abseiling. I have achieved my flute Grade 8 and have enjoyed performing in concerts carrying out duets and solos. I am an avid bookworm, which consumes my spare time along with socializing, music, fashion and art.

My self-funded travel took me to South-East Asia, Australasia and Central and South America. These experiences taught me invaluable lessons and skills both personally and socially. The immense culture difference between Britain, Asia and Latin America opened my mind as I learnt to communicate and travel within these countries. Additionally, working in Australia proved my adaptability to new environments, concepts and attitudes.

References

Both personal and employment references are available on request