

Susan Deacon

Intern resume

KNOWLEDGE OF

Conducting research

Data mining

Operational support

Report writing

Diary management

Multitasking

Administrative systems

*MS Office & other
specialist office software*

CAREER OBJECTIVE

A well presented, good all round performer who when given a task, has the ability to work quickly and efficiently without asking too many questions. Susan has a proactive attitude and a strong work ethic, she is sure to be able to make a real contribution to the day-to-day operations of any business. She possesses many transferable skills that can be used in a wide section of settings and industries. She is now looking for a suitable intern position with an organisation that can offer her a uniquely varied and fascinating working environment.

ACADEMIC QUALIFICATIONS

Coventry North University	2011 - 2012
BA (Hons) Business Studies	Pass
Birmingham South High School	2008 - 2011
Maths	Pass
English	Pass
Geography	Pass
Physics	Pass

PERSONAL SKILLS

Quick learner

Analytical

Dependable

Attention to detail

Motivated & enthusiastic

Strong work ethic

Articulate

Smart appearance

Taking the initiative

SKILLS ACQUIRED WHILST STUDYING

- Accepting feedback & taking constructive criticism well.
- Able to develop and maintain good relationships with work colleagues & supervisors/managers.
- Being a positive role model for younger staff.
- Ability to produce consistently accurate work even whilst under pressure.
- Willingness to learn new things.
- Effective time management skills & able to prioritise tasks in order of importance.
- Giving guidance to junior staff and constructive feedback to superiors.
- Willingness to share skills, knowledge, and expertise.
- Going the extra mile to make a difference, having the drive to lead and succeed.

KEY COMPETENCIES

- Bringing good ideas to life.
- Clear and informative written and verbal communication skills.
- Ability to work quickly and efficiently with little supervision.
- Being alert to what is going on in an organisation.

SELECTED ACHIEVEMENTS

Fluent in French & Spanish
Advanced First Aid Certificate
NVQ Certificate in Office Administration

HOBBIES & INTERESTS

A keen fitness fan, Susan is often in the gym or swimming pool in the evenings. She is also a member of a rowing club and has entered a number of rowing competitions. She is also fond of reading fiction and is even considering writing a novel of her own.

REFERENCES – Available on request.

PERSONAL DETAILS

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