

## Chronological CV

**ASHLEY GILL**  
Lappage Court,  
Tyler Green,  
Bucks,  
HP8 4JD

Telephone: 01882 652349  
Mobile: 07717 121824  
Email: ashleygill01@hotmail.co.uk

Multi-lingual business studies undergraduate with varied financial work experience and strong interpersonal skills seeks a career in financial consulting.

Your profile should be concise and reflect the opportunity on offer in its emphasis

### EDUCATION & QUALIFICATIONS

**2003 – 2007**      **Buckinghamshire Chilterns University College**  
*BA International Business Studies with Spanish (expected 2:1)*

- Study semester at the University of Valladolid (Spain).
- Six month work placement in Barcelona.
- Final year 12,000 word dissertation on different approaches to the recent government work-life balance scheme. Included analysis of the UK pensions market to 2050.

Relate course content to the opportunity. This may be the subject of your dissertation or a list of relevant modules

**1995 - 2002**      **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)*

### FINANCE RELATED WORK EXPERIENCE

It is useful to distinguish between work experience directly related to the post and other work experience

**2006 (Feb – Aug)**      **Audigest S.A. (Barcelona)**  
*Audit Assistant*

- Six months' work experience in an international bank.
- Working with a senior auditor reviewing company financial systems and analysing risk.
- Performing tests to check that financial information systems were fit for purpose.

**2003 (Jan – Aug)**      **First Choice Holidays and Flights Ltd (High Wycombe)**  
*Financial Assistant*

- *Supplier Statement Reconciliation:* Worked in team of four matching invoices to payments made on account.
- *Accruals matching team member:* Worked in a team of twenty.

**2002 (Jul – Aug)**      **Cats Protection League (Chalfont)**  
*Financial Assistant*

- Working within the accounts payable team.
- Duties: bank reconciliations, branch recharges, updating sales and purchase ledger and calculating trial balances.
- Maintained fixed asset register.
- Responsible for producing branch holding funds and preparation of management accounts.
- Undertook OCR Level 1 Book Keeping Course.

**2001**                      **Brebner, Allen and Trapp Chartered Accountants**  
*Unpaid Work Experience*

**OTHER WORK EXPERIENCE**

- 2005 (Jun – Dec)** Sainsbury's Local (Hazelmere)  
*Supervisor*
- 2003 – 2007** Buckinghamshire Chilterns University College  
*Campus Librarian* (Dec 05 – Jun 06)  
*University Tour Guide* (Sep 03 – Jan 04)
- 2001 (Jan– Dec)** McDonald's (High Wycombe)  
*Crew Member & Supervisor*

You may have gained skills or experience in these posts that you think are relevant. You can draw attention to them in your covering letter

**LANGUAGES**

- French: Semi-fluent.
- Spanish: Fluency obtained working in Spanish-speaking countries.
- Completed Cicero Language School two-day TEFL (Teaching English as a Foreign Language) course.

**IT SKILLS**

- OCR Level 1 & 2 Web design. (MS Frontpage).
- Experience of SageLine 100, Barclays Business Master and Care (Livecontacts).
- Confident user of all Office applications, Email and Internet.

**VOLUNTARY WORK EXPERIENCE**

- 2006 (Feb – Aug)** Teaching English (Valladolid, Spain)
- 2004 (Feb – Mar)** Student Volunteering: Teaching young adults DJ'ing skills
- 2002 (Sep – Jan)** Teaching English (Guadalajara, Mexico)

**ADDITIONAL**

- Enjoy running and have successfully completed organised races for Diabetes UK.
- Driver's licence with no endorsements held since 2000.

**REFERENCES**

Available on request

## An example of a chronological CV

## MING SU (LILY)

**Term address** (until 13/03/2005)  
Flat 3, 104 Daisy Bank Road  
Victoria Park, Manchester M14 6RP

**Home address**  
1042 Hong Qiao Road,  
Hong Estate,  
Shanghai, 6000872 CHINA

**Tel:** 07958 765377

**DOB:** 19/01/1984

**E-mail:** su.ming@student.manchester.ac.uk

**Nationality:** Chinese (no work permit required for vacations)

It can help to clarify  
your work permit  
status here

**EDUCATION****2001 - 2005****The University of Manchester, United Kingdom**

BA (Hons) Accounting &amp; Finance

*Average grades:* Year 1 - 68% Year 2 - 67% Expected result 2:1*Modules include:* Financial accounting, Management accounting, Business information systems, Finance, Financial markets, Business economics*Skills developed:* Independent project work has developed my analytical thought, numeracy and ability to manage projects effectively.

Regular group working in teams of 3-6 has improved my ability to build effective working relationships.

Market your  
qualification - skills,  
modules, relevant  
experience gained

**1998 - 2001****School of Pre-School Education, China**

Diploma in Pre-School Education

Grade A\* - This qualification is equivalent to A-level study

**ACCOUNTING EXPERIENCE****June 2004****PricewaterhouseCoopers, London**

Insight into Accountancy

Actively participated in this one-day seminar about accountancy careers and opportunities for graduates. Included practical group case studies and presentations and developed industry awareness.

**Summer 2001****Freshlands Accountants, Shanghai, China**

Administrative Assistant

Provided effective administration support for a financial and human resource team of 5 individuals. Organised paperwork, provided frontline internal client support, effective minute-taking, stock ordering and diary management.

It is fine to separate  
out relevant work  
experience

*Achievements:*

- Volunteered to provide IT training to other administration colleagues and inducted new members joining the team.
- Developed my understanding of financial administration and accounting practices and my skills in customer service, organisation and project management.

Focus upon responsibilities,  
achievements and/or  
evidence of skills developed

**OTHER WORK EXPERIENCE****2002 - 2004****Jabez Clegg**

Bar Assistant/Supervisor

- Regularly responsible for the management of this busy student bar. Work in a team to manage tasks across the group on busy nights.
- Stock maintenance, dealing with difficult customers and providing ideas for theme nights with colleagues.

**ACHIEVEMENTS & AWARDS****Academic**

2004 - **CIMA Prize** for highest grade in Management Accounting module - presented at an awards dinner.

1999, 2000 & 2001 - 5 awards for strong academic grades across business and English studies.

**Societies**

**Manchester University Kung Fu Society** - attending meetings, supporting colleagues to manage tournaments and motivate other team members. Successfully recruited 40% more members in 2003 through new initiatives.

**Community Action** - organising group outings and a Christmas party for elderly residents. Involves budgetary and organisational skills to co-ordinate parties and has developed my communication skills, including patience and support, working closely with diverse groups of people.

It is possible to summarise a long list of awards and help an employer to make sense of them

**Sport****Kung Fu** - Brown Belt

Active member - participate in regular competitions, manage regular practice with academic study and employment.

**Kung Fu Instructors Certificate** - includes training on health & safety, budgeting, managing, motivating and developing people. Introductory teaching support has helped me to develop my communication skills with a wide range of people.

**SKILLS****IT**

**European Computer Driving Licence Certificate** - competent in all Microsoft Office packages including Excel, Word, Access, Powerpoint. Regularly used for academic and work projects.

**Languages**

Mandarin – native language

English – fluent

Cambridge Certificate in English Language Skills – pass with merit

French – basic communication

**INTERESTS****Travel**

Enjoy meeting people from and experiencing new cultures. Have travelled extensively in SE Asia, America and Europe.

**Health**

Kung Fu, Aerobic fitness, Yoga - Ashtanga.

**REFERENCES***Academic -*

Dr. Jones, Accounting & Finance, Manchester Business School, The University of Manchester, Oxford Road, Manchester M13 9PL  
Tel: 0161 275 3344. E-mail: B.Jones@manchester.ac.uk

*Employer -*

Mr. Lee Tong Hau, Partner, Freshlands Accountants, Room 902, Shanghai Universal, Tower 4, 168 Yu Luan Su, Shanghai, 200073 China  
Tel: +86 21 6295 4335 E-mail: T.Lee@freshlands.com  
(E-mail/fax correspondence in English is welcome)

It is helpful to clarify the language ability/preferences of any international referees