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Christien Bowman

**7 Havelock Street, Lancaster, LA1 4AD**

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| **Personal Summary:** | Highly motivated, confident, and articulate team player, equally capable of working on own initiative. Strong communication skills and excellent academic qualifications including a 2:1 in Psychology (BSc Hons) from a top ten university.  Repeatedly demonstrated ability to learn quickly, adapt and a desire to surpass expectations in demanding, unfamiliar and changing environments including teaching English as a foreign language in India and leading backpacking trips across South-East Asia. Positive, interpersonally-orientated and solution driven with a proven track record of forging good relationships and delivering an exemplary standard of service across varied job roles. |
| **Education:** | Psychology (BSc) 2:1 Hons  Lancaster University 2011-2014  A Levels – Biology (A), Religious Studies (A), Theatre Studies (B)  GCSEs – 6 A\*s Including Business Studies, Biology, English, Physics, 4 A’s, 1 B  Adams’ Grammar School & Sixth Form 2003-2010 |
| **Employment History:** | **CLIENT ADVISOR & SALESPERSON**  **Worldview Limited July 2014 - Present**   * Conversion: Regularly converted high value customers over the phone * Persuasive: Negotiated with suppliers to secure unique rates & commission * Versatile: Completed several parallel objectives to a high degree of competency. * Excellence: Regularly outperformed colleagues in total weekly earnings. * Team building: Flexibly assisted and filled in for co-workers to ensure smooth workflow.   **BARTENDER & SUPERVISOR**  **The New Albert – Lancaster September 2013 – January 2014**   * Team player: Led, motivated and directed colleagues during high-demand weekend events. * Self-sufficent: Ran, opened and closed the bar to an exemplary standard unassisted. * Integrity: Handed daily takings, cashed up, transferred money to the safe. * Organization: Maintained and kept track of stock levels, prevented shortages.   **ACCOUNTANT (PART-TIME)**  **Kate’s Accountancy Services December 2011 – August 2013**   * Persuasive: Secured payments from businesses despite them defaulting or filing for bankruptcy * Accounting and bookkeeping work: Extensive experience using Microsoft Excel, Sage and IBM SPSS including preparation of accounts to trial balance and reconciliation work. * Clear and Effective Communication: Demonstrated excellent negotiation ability both verbally and in writing when discussing delicate financial matters and dealing with credit control. * Dependable: Responsible for sensitive information and the details of several £100,000+ accounts.   **CAFÉ MANAGER, EVENT ORGANISER & PARTY HOST**  **Wonderland, Telford & Wrekin December 2010 - September 2011**   * Customer Orientated: Led children’s parties and tours and accommodated client’s needs. * Leadership: Rapidly learned all available positions, assisted, motivated and trained new staff, leading by example to create a collaborative staff culture. * Enterprise: Made independent decisions under time pressure, facilitating smooth operation during overbookings and groups in excess of 100 people. * Excellence: Received regular recommendations and exemplary scores on customer feedback from customers of all ages. * Interpersonal ability: Demonstrated conflict resolution and interpersonal ability in a service position, handling customer queries respectfully and amicably. * Autonomy: Independently ran, opened and closed the café.   **ENGLISH TEACHER**  **Tashi Jong Monastery, Himachel Pradesh, India. June – December 2010**   * Versatility: Taught English classes to students aged 3-45 at varied levels of proficiency. * Leadership: Maintained a good working environment and managed unruly students fairly. * Enterprise: Identified areas of low proficiency to create effective, tailored lesson plans. * Committed: Organized personalised tutoring & implemented an additional class for 30 monks with no prior English education. * Personable: I became a respected and well liked member of the community. |
| **Other Positions of Duty:** | **TEACHING ASSISTANT**  **Galgate Primary School February – June 2012**   * Conflict Resolution: Resolved fights and disagreements between children of all ages. * Amiable: Fostered a good relationship with children, volunteers and teachers.   **GRAPHIC DESIGNER**  **Printing.com, Shrewsbury January - June 2010**   * Goal Orientated: Identified and incorporated client’s ideas into the creative process. * Attention to Detail: Designed flawless logos, calling cards, websites, menus etc. * Photoshop, Illustrator, CAD: Adept at digital designing high quality 2D and 3D products. * Organized: Maintained physical and digital file systems for 100+ clients * Reliable: Couriered valuable artwork to auction houses under time constraints**.** |
| **Key Competencies and Skills:** | * Flexible, organized & willing to travel: Prepared teaching position in India, excursions during and after placement and group backpacking through Cambodia and Vietnam. * ECDL (European Computer Driving License): Proficient with word processing, spreadsheet and design software in Windows and Mac OS environments. * In-depth understanding of research paradigms: Conducted pioneering research into limiting factors on planning ability during third year dissertation. * Initiative: independently led a campaign to refund students with unsatisfactory heating over winter term in university accommodation. * Fast learner: Rapidly qualified as a cinema projectionist and became an active member of the student cinema society. * Dedication: V50 & Vimpact awards for 100+ hours of fundraising & voluntary work at primary schools, scout groups and abroad. * Full Driving Licence * TEFL (Teaching English as a Foreign Language) |