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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 HonsLancaster University 2011-2014A Levels – Biology (A), Religious Studies (A), Theatre Studies (B)GCSEs – 6 A\*s Including Business Studies, Biology, English, Physics, 4 A’s, 1 BAdams’ 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.
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| **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**.**
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| **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)
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