

Georgina Louise Wheeler

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PERSONAL PROFILE

A second year BA Management and Business Administration undergraduate at The University of Reading looking for an opportunity to gain an internship over the Summer 2010. By taking the skills acquired whilst studying and during previous work experience I am now in a position to focus on my career prospects. Having been impressed by hospitality events in the past, I am interested in events management and being part of providing such an experience to society. I am looking to extend my experience and would love the opportunity to work for a leading international company.

EDUCATION AND QUALIFICATIONS

The University of Reading, BA Management and Business Administration

2008-2011

- A degree providing in depth knowledge in key areas of business and management.
- Throughout the programme so far, modules have incorporated key elements including; entrepreneurship, law, economics and financial accounting, all of which have given me a better understanding of what is expected in the business world.

Southend High School for Boys, Southend-On-Sea 2006-2008

2008- A-level: Art (A), Business Studies (C), English Literature (C), General Studies (C)

AS level: Geography (C)

Southend High School for Girls, Southend-On-Sea 2001-2006

2006 GCSE's: 4A's, 6B's including Science, Mathematics and English.

WORK EXPERIENCE

Dorsey & Whitney, London

June 2005

- This American Law firm gave me an insight as to what it's like to work in an office environment and the organisational skills required.
- Improved my administrative skills through filing and photocopying.
- Learnt that all the hard work done in the office produces an end result, in this instance I had the opportunity to go and watch several cases at the *Old Bailey Court House*.

EMPLOYMENT

Abercrombie & Fitch, London- Cashier/ Model June 2008- Present

- Developed my social skills by engaging with customers and gained customer service training, learning to respond effectively to customer requirements despite nationality differences.
- Gained a better insight that through innovation and creating an environment different to competitors, customers are rewarded with a positive and enjoyable experience.

Michael Wisher – Restaurant Attendant June 2009 – July 2009

- Experienced working at prestigious events in corporate hospitality, venues have included Royal Ascot and Wembley.
- By working at these events, I've been able to observe the way in which mass catering and large scale organisation are both carried out, realising the significance of team working to reach a common goal.

The Windmill, Redmile – Waitress September 2009

- Developed my experience working in the service sector, quickly having to adapt to the smaller scale pub/restaurant surrounding.

OTHER ACHIEVEMENTS AND INTERESTS

'Gifted and Talented Enterprise Programme'

- Part of a Business Studies challenge that involved innovation and successful marketing so as to differentiate from rivals.

Subject mentor

- This role enabled me to give new ideas and inspire other students in order to reach their maximum potential, strengthening my communication skills.

SPORTS

- I have enjoyed playing tennis since a young age and throughout the years I have represented my local tennis club, school and have competed in numerous tournaments. I have played at county standard and have been representing The University of Reading tennis team for the past two years.
- I attend the gym on a regular basis and also enjoy running.

SKILLS

- Confident IT user – Microsoft Word, PowerPoint, Email, Internet
- Full clean Driving Licence for over three years

REFERENCES

Available on request.