

Daisy May Smith

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Profile

- Maths student who is keen to find a position in an accountancy firm as a trainee accountant.
- Worked for a team of accountants earlier this year in an eight-week internship and gained a very good understanding of what is required to be a successful accountant.
- Able to work on my own initiative or as part of a team.
- Able to deal with administrative responsibilities both competently and timely.

Education

- **University of East Anglia** (2007 – 2011)
 - BSc (Hons) in Mathematics 2.1
 - Subjects studied included calculus, probability, business studies, computer studies, accounting.
- **Elizabeth Fry Comprehensive, Faversham** (2003 – 10)
 - A2 Levels: Biology (A), Chemistry (B), Maths (C)
 - AS Level: Drama (C)
 - GCSE: 8 passes at A* - C grades
English, Maths, Science x 2, French, Drama, History,
Business studies

Memberships

- Norwich Amateur Dramatic Society
 - Member for 4 years, performing 4 plays per year.
- Norfolk Chargers Netball Club
- Royal British Legion
 - Student Fund raising Committee.

Work Experience

- **Edward & Edwards, Norwich** (Oct/Nov 2010)
 - 8 week internship with a large accountancy firm.
 - Assisted senior partner in conducting audits into large local companies.
 - Handled telephone calls for two partners, from local companies and members of the public.
 - Introduced and maintained new filing system for senior partners files.
 - Typed reports on PC using MSWord.
 - Introduced some macro applications to partners and employees on Msexcel.
- **Simply Fashion, Norwich** (Aug 2008 – date)
 - Part-time sales assistant – serving the public, giving advice on sizes. Trained two 'Saturday girls'.
- **Pizzalandhut, Norwich** (Aug 2007 – Aug 2008)
 - Weekends and some evenings – waiting on tables and re-stocking salad bar. Good rapport with the customers.
- **Royal British Legion, Faversham** (October 2007 – date)
 - Some weekends – Voluntary work – Collecting for poppy day appeal.
- **Shelter Charity Shop, Norwich** (April 2009 – date)
 - Some weekends – Voluntary work – Serving the public, sorting and pricing donated items.
 - Dressed shop window for the first time - increased number of customers coming into the shop.
- **Sainsco Supermarket** (June 2005 – July 2007)
 - Weekend and some evening work – stocked shelves, worked on various counters, cashier. Very busy high street supermarket. Never had a till shortage during my time as cashier.

Special Skills

- French Good conversational

- Italian Basic conversational
- Spanish Basic conversational
- Presenting Good
- IT Have Edcel computer 'driving license'
Microsoft Office (All applications) – Advanced
Familiar with both PC (Windows 7 onwards) and Apple computers
(OSX onwards)
- Driving License Full – No points

Interests and Hobbies

- Netball - Play for university and local teams.
- Theatre - Like amateur dramatics, belong to a theatre group in Kent.
- Organised fund raising events for the British Legion while at University.