

Daisy May Smith

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Profile

I am a maths student who is keen to find a position in an accountancy firm as a trainee accountant. I 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. I am able to work on my own initiative or as part of a team. I am able to deal with administrative responsibilities both competently and timely.

Education

- **University of East Anglia** (2007 – to 2011)
 - BSc (Hons) in Mathematics 2.1
 - Subjects studied included calculus, geometry, business studies, computer studies, accounting

- **Elizabeth Fry Comprehensive, Faversham** (2003 – 2010)
 - A2 Levels: Maths – A, Chemistry – B, Biology – C
 - AS Level Drama – C
- GCSE 8 passes at A* - C grades
English, Maths, Science x 2, Business studies,
French, Drama, History

Memberships

- Norwich Amateur Dramatic Society
 - Member for 4 years performing 4 plays per year.
- Norfolk Chargers netball team
- Royal British Legion
 - Student fund raising committee.

Work Experience

- **Edwards & Edwards, Norwich** (October/November 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** (August 2008 – to date)
 - Part time sales assistant – serving the public, giving advice on sizing, trained two ‘Saturday girls’.

- **Pizzalandhut, Norwich** (August 2007 – 2008)

- Weekends and some evenings - waiting on tables and re-stocking salad bar. Good rapport with customers.
- **Royal British Legion, Faversham** (October 2009 – to date)
 - Some weekends – Voluntary work – Collecting for poppy day appeal
- **Shelter Charity Shop, Norwich** (April 2011 – to 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 shop.
- **Sainsesco supermarket, Faversham.** (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 in 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 upwards)and
Apple computers (OSX upwards)
- 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 British Legion whilst at University.