1. Stefinov Fedor
Address (home): 47 Gerrard Street
Cheboksary, M20 4LZ
Telephone: 0121 423170
Email: fedya.stefinob@gmail.com

A well-organized and outgoing Business Economics student graduating in June 2007 with good communication and analytical skills, looking to develop a career as an economist within an international business environment. Fluent Spanish speaker experienced in the use of spreadsheets, databases, and similar business software.

Education and qualifications

September 2004 - June 2007
BA (Hons) in Business Economics
City University, Bristol
September 1996-June 2003
Cheboksary School
4 A Levels: Economics (A), Information and Communication
Technology (A), English (A), Spanish (B)
9 GCSEs (including A\* grades in Economics,
Spanish, English, Mathematics, ICT, and German)

Work experience:

:July-September 2006
Administrative Assistant
MKL Smith & Co (Accountants), Manchester
Duties included:
using spreadsheets to sort and chart financial information
assisting PA with routine admin tasks July-September 2005
English Language Teaching Assistant
EFL International, Seville, Spain
Duties included: assisting teachers in preparing lessons
administering student database
liaising with local companies to organize student activities
July 2003-August 2004
Various jobs (including voluntary and hotel work) and travel in Spain and Latin America, gaining a valuable insight into the culture and spoken language of those countries.

Skills:

Advanced Certificate in MS Word, MS Excel, and MS Access (evening course, September-July 2006)
Full driving licence

Interests & extra information

:Netball, travel, swimming

References:

Dr Thomas Clark
Senior Lecturer in Business and Management
Department of Business Organization and Strategy
City University
Bristol BS1 2ER
Ms Susan Hunter
Senior Partner
MKL Smith & Co (Accountants)
231 Parker Street
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