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# Andie Moore

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## Education

**University College London**  
**BA Geography (Degree Class 2.1)**

**09/06-07/09**

My degree has dealt with the impact of human beings on the environment especially in relation to consumer behaviour and how it can be influenced. Relevant courses included: geographical data acquisition and interpretation, quantitative research techniques and project management units.

Skills gained:

- **presentation:** delivered presentations to audiences of up to 20 students and staff on my research and project findings including handling questions
- **communication:** presented key issues affecting students on the staff/ student committee (3<sup>rd</sup> year) with achievements including the negotiation of a complete overhauling of lecture/ seminar timetabling
- **project and time management:** balanced demands of final year project and academic exams with up to 15 hours/week of part-time and voluntary work

**Westminster High School, London**

**2001-2006**

A-levels: **Geography (A), Maths (B), English (B)**

GCSEs: **9 including English and Mathematics at Grade A**

- the only recipient in a year group of 400 to receive the John Smith's prize for academic excellence in Mathematics.

## Relevant work experience

**Laverack & Hackett, Insurance Brokers, London**  
**Administrative Assistant**

**07/08-09/08**

The company is a small insurance and reinsurance firm located in the City of London. Skills gained included:

- **customer service:** developed from working regularly on the company's front desk, meeting and greeting visitors and assisting with administrative duties in meetings
- **research:** gathered customer satisfaction research information chiefly by telephone from clients, analysed results and presented the findings to colleagues in a written report
- **teamwork:** worked in team of 6, providing administrative support to the entire office and reporting into the Office Manager
- **organisation:** maintained accurate records of important customer details and organised company "away day", including booking train tickets and negotiating hotel prices

## Additional work experience

**London Disabled Pupils Forum**  
**Webmaster, Voluntary (approx 7 hrs per week)**

**02/08-present**

The forum provides web-based services to disabled children within the local community. Skills gained included:

- **leadership:** supervised a team of 3 volunteers to ensure content of the service is maintained, delegated work, led meetings and trained staff

- **project management and budgeting:** oversaw complex projects at both a strategic and implementational level within an annual budget of £25K
- **creativity:** stimulating the interest of a young audience by developing discussion forums, quizzes and interactive polls
- **technical/ IT:** developed advanced programming capability especially in relation to Java and C++ including a 6 month project to overhaul the website to allow for significant multimedia and interactive functionality

**University of London union (UoL) bar**  
**Part-time bar worker (approx 9 hrs/ week term time)**

**9/07-7/09**

The union bar is open to students from the diverse colleges of the UoL providing live entertainment, food and drinks to over 5000 customers per week.

Skills gained:

- **teamwork:** working with up to 8 bar staff under pressure especially during periods when the bar is under-resourced
- **persuasion:** dealing tactfully but firmly with difficult customers especially at closing time
- **stamina:** working on physically demanding shifts of up to 8 hours

## Additional skills

- **IT:** developed advanced programming capability in BASIC, C++, Java, Macromedia Flash 4 and database applications within Fox Pro and Microsoft Access. Expert user of Microsoft Office including Excel (macros), Powerpoint (to presentation standard) and Word
- **research:** familiar with literature and desk-based research techniques especially internet-based
- **languages:** conversational French, basic understanding of Spanish to GCSE level
- clean driving licence held for 3 years

## Interests

### Sport

- playing football competitively for the University second XI including training and matches twice a week during term time.
- playing squash and tennis at a local club and member of the elected committee which includes involvement in organising the club's summer tennis tournament with 150 entrants.

### Travel

- independent travel around South America for 3 months from Jun-Sept 2007. Countries visited included Bolivia, Peru and Chile. My experiences have given me the confidence and ability to relate to people from different cultures and taught me to rely on strength in my own abilities when faced with adversity.

### Other

- enjoy reading crime novels and cooking.

## Referees

available on request