

## Sara Anne Green

**Address (college):** 26 Windmill Road  
Bristol, BS2 6DP  
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**Address (home):** 47 Gerrard Street  
Manchester, M20 4LZ  
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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 to present: BA (Hons) in Business Economics  
City University, Bristol  
(graduating in June 2007)

September 1996-June 2003 Manchester 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)

### Employment history:

July-September 2006 **Administrative Assistant**  
MKL Smith & Co (Accountants), Manchester

Duties included:

- using spreadsheets to sort and chart financial information
- administering client database
- 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.

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

**Interests:**

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  
Manchester M20 6QR