

Caitlin Caine

Due to GDPR and for my own privacy, please contact me via my [LinkedIn Profile](#) to obtain my details - thank you!

Personal Statement

I am a Stage 2 going into Stage 3 Economics student at the University Of Kent, who is seeking to enter the field of analysing data. I have had some experience within my course, however am enthusiastic and hoping to learn and gain more skill to further improve my skill set. I am a conscientious worker who has a variety of skills both hard and soft, as well as organised which is shown by my ability to manage my studies alongside my social life and other commitments.

Employment History

11/2013-02/2014 - Work Experience, Office Worker in Learning Disabilities Care's Office, Kent

- Helped to keep files with sensitive information in up to date and ensure they were filed correctly
- Conducted general Excel admin work
- Created basic how-to guides for Microsoft Word, Powerpoint and Excel
- Interacted with clients

03/2014-05/2014 - Work Experience, Office Worker in an Accountancy Firm in The Workshop, Kent

- Conducted general Excel admin work
- Checked for discrepancies between Excel spreadsheets of client's spending and receipts
- Handled preparing and sending off of letters to clients

Education

2017-Present - The University Of Kent, BSc (Hons) Economics with a Year in Industry

Modules Included: Data Analysis For Economists (60%), Mathematics For Economics (40%), Statistics For Economics, Strategy And Games (68%), Principles of Economics (40%), Introduction To Political Science (72%) and Conflict Analysis And Resolution (69%)

2015-2017 - Dover Grammar School For Boys

A Levels: Economics: B, Sociology: B

Level 3 BTEC'S: ICT at D*D*D*

2009-2015 - Folkestone School For Girls

AS Levels: Business Studies: C , Economics: E, Mathematics: E

GCSE's: 11 including Further Maths at grade A and Maths, English and more at grades A to C.

Other Qualifications:

2019:

- The Fundamentals Of Digital Marketing - *Google Digital Garage*
- Diploma in Risk Management - Revised - *Alison.com*
- Understanding And Managing Risk - *OpenLearn*
- Equity Finance - *OpenLearn*

Skills

- Planning And Organisation: I have been able to manage my studies and social life during my years of studying, as shown by my attainment. As well as that both this year and last year I helped host an event for my society that I am Treasurer of, and managed to raise £100, which was a 100% profit on the amount we initially invested into it. Hosting this event required coordination between me, the rest of the committee, other societies on campus and the university themselves - all of which I partook in and thoroughly enjoyed doing.
- Communication And Teamwork: During my Data Analysis module, we had a group project in which I formatted the entire project (as well as writing up my part), but also helped organise the areas each of the members (including myself) were going to write about, for this I had to use a variety of communication channels such as emails and Whatsapp. I also had to motivate some of the members into completing their work, such as encouraging them and setting a deadline before the work was due in order to ensure we had it to a high quality - we achieved 72% in it.
- Being Able To Analyse And Summarise Data And Ideas: This can be shown in my attainment in my modules, as well as in my high marks in the coursework for the Data Analysis module (with the lowest being 60%).
- Computing Skills: I have a strong proficiency in Microsoft Office, particularly Excel. During my ICT BTEC, I also gained a variety of computing skills, from coding a website (using HTML, with a little experience in Java) to making an error reporting sheet and fixing errors on a virtual box. I have also learnt the basics of SQL in my spare time.

Hobbies And Interests

- Treasurer for the Adventure Gaming Society (2018-2020), I applied for the Treasurer role so I could benefit the society in a variety of ways, such as by providing more communal resources (such as board games and dungeons and dragons equipment), as well as making sure the society doesn't have any monetary issues, and have succeeded in my mission.
- Participating in E-Sports, since the start of university I have partaken in the university E-Sports scene. I particularly enjoyed the social aspect of it, while also honing my skills to attempt to become better at the games I was playing. Outside of the university leagues, I have participated in the Redbull M.E.O International Qualifier for Teamfight Tactics 2020

References

Due to GDPR, references are available on request - please contact me on my LinkedIn profile:

<https://www.linkedin.com/in/caitlin-caine/>