**Dan Brown**

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**PROFILE**

I am a motivated, adaptable and responsible graduate seeking an entry-level position in [public relations](http://www.kent.ac.uk/careers/workin/PR.htm) which will utilise the organisational and communication skills developed during university.

My reliability, [communication skills](http://www.kent.ac.uk/careers/sk/communicating.htm), responsibility and friendly nature are assets I would bring to the work. I have experience in project management and strong [organisational](http://www.kent.ac.uk/careers/sk/skillsactionplanning.htm) and administrative skills with the ability to work independently and use my own initiative. I also have the ability to [prioritise](http://www.kent.ac.uk/careers/sk/time.htm) whilst under pressure meeting tight deadlines.

**EDUCATION**

**2006-2009 THE UNIVERSITY OF KENT  
BA (Hons) English and Comparative Literary Studies. Upper Second Class 2:1**

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| **Modules included:**   * Creative writing: individual writing project 68%. * Travel Writing 66%   **Completed an independent dissertation** on Dickens. With only a weekly tutorial to supervise my dissertation I had to be extremely self-motivated. I set my own [deadlines and targets](http://www.kent.ac.uk/careers/sk/skillsactionplanning.htm), and became confident in taking direction from my tutors while developing their advice, though my own [initiative](http://www.kent.ac.uk/careers/sk/excellence.htm), into new areas of studies that would be useful in my work. I gained excellent experience in the research, organization and [presentation](http://www.kent.ac.uk/careers/presentationskills.htm) of a complex subject and attained first class marks.  I was also called upon during the course to give **seminar presentations** as part of a team. This required the careful structuring and organization of ideas into a [PowerPoint presentation](http://www.kent.ac.uk/careers/presentationskills.htm). My forward planning was vital for progressive and well-paced delivery and this enabled me to develop excellent [communication skills](http://www.kent.ac.uk/careers/sk/communicating.htm) as well as developing a good working relationship within a team. |

**1999-2006 Folkestone High School**

**A-levels:** English Literature: B, Classical Civilisations: B, Theology: B

**GCSE’s:** 8 including Maths, ICT, French and Business at grades A to C

**WORK EXPERIENCE**

**September 2006-February 2009: Sales Adviser in the Cookware Department, BHS.**

Weekend Sales Assistant, where my responsibilities included customer service, stock control, cash handling and opening store accounts. This work involved me in advising and assisting customers, coping with [problems](http://www.kent.ac.uk/careers/sk/decisionmaking.htm) and unexpected situations and taking responsibility for cashing the tills at the end of the day.

**Summer 2006: Aviva Insurance, Folkestone, Kent**

Interacted with managers and liaised with team members. Typical duties included composition of letters, organising presentations and liaising with clients. I learnt how to create, manage and update computer databases and files more efficiently. I also increased my problem solving skills and [time management](http://www.kent.ac.uk/careers/sk/time.htm) when under pressure.

**Volunteer Work:** I worked for the Folkestone Gazette where my role included [telephoning](http://www.kent.ac.uk/careers/ivphone.htm) members of the public to chase up stories, writing up articles and interviewing people.

**Other jobs have also included:** working in a pub, sometimes under pressure in a busy team and dealing tactfully with occasionally difficult customers and assisting teachers at a primary school.

All of my work experiences have involved working within a [team-based](http://www.kent.ac.uk/careers/sk/teamwork.htm) culture. This involved [planning](http://www.kent.ac.uk/careers/sk/skillsactionplanning.htm), organisation, co-ordination and commitment e.g., in retail, this ensured daily sales targets were met, a fair distribution of tasks and effective communication amongst all staff members.

**SKILLS**

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| [**Planning and Organisation**](http://www.kent.ac.uk/careers/sk/communicating.htm) | * My biggest test of organisation was completing my dissertation. It took me months of in-depth research, compressing information and finally displaying it to a standard I was happy with. I was extremely proud when it was graded a 1st. * Whilst working as a retail supervisor level I was in charge of organising a team of 10 employees on their daily tasks and duties, and ensuring these were performed with [quality](http://www.kent.ac.uk/careers/sk/excellence.htm). |
| [**Persuading and Influencing**](http://www.kent.ac.uk/careers/sk/persuading.htm) | * Working on the Kent Fashion Show I liaised with many high street retailers and used my persuasive skills to encourage them to release clothing lines to the show. * During copious seminars throughout my three years at university I gained experience in discussing and debating various topics and [persuading](http://www.kent.ac.uk/careers/sk/persuading.htm) others to make a transition to my way of thinking. |
| [**Computing skills**](http://www.kent.ac.uk/careers/sk/ComputingSkills.htm) | * I completed the [ECDL course](http://www.kent.ac.uk/careers/sk/computing-skills.htm) and am now proficient in all aspects of Microsoft Windows and Office including Word, Excel, Access and PowerPoint. I attended an evening course in [QuarkXpress](http://www.kent.ac.uk/careers/sk/computing-skills.htm) using an Apple PC and am able to type at 60wpm. |