JACK KAVANAGH

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| FRENCH STUDIES (BA HONOURS) GRADUATE | |
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| CAREER SUMMARY  **Data Processing Assistant**  Oct 2018 – Dec 2018  PageGroup, 61 Aldwych, London, UK   * Assist the CRM and Data Management teams by processing GDPR requests and updating internal databases * Attention to detail of utmost importance to operate lawfully within European legal framework * Collaborated with colleagues in above teams to report problems and create faster and more effective processes * Experience using following software and programming language: Salesforce, Exact Target, Pardot, Eventbrite, Citrix, SQL   **Translator (French, Spanish)**  Part-time, voluntary  Nov 2018 – Present  Watching America (<http://watchingamerica.com/WA/translators/>)   * Bi-weekly contributions to online magazine which aims to present American issues from an external perspective * Research skills are paramount to deliver eye-opening content produced though a different cultural lens   **Cambridge English Exam Invigilator**  Sep 2016 – June 2018  Cambridge Assessment English, Ourense, Spain   * World-renowned English assessment centre * Rigorous exam room guidelines demanded very strong attention to detail to ensure procedures were correctly carried out. * Confident and authoritative communication style was key to guarantee timetables were adhered to and rule-breaking/cheating was discouraged.   **English as a Foreign Language Teacher**  Sep 2016 – June 2018  School of English Studies, Ourense, Spain   * Prepared students of all levels and all ages for Cambridge English exams * Large degree of communicative flexibility required to meet needs and wants of individuals and classes * Organisation skills and time-keeping were imperative to guarantee the effective and punctual delivery of classes.   **Sales Assistant**  Sep 2012 – Jul 2016  Burton Menswear, Portsmouth, UK   * High degree of confidence and excellent people skills required to drive sales and MasterCard applications so shop met weekly targets * Developed good understanding of merchandising - appearance and layout of store was key in promoting sales   **IT Analyst (Work Experience)**  Feb 2006  Commerzbank, Cannon Street, London   * Worked in: technical support, front office IT support, corporate IT support and hardware support   EDUCATION  **French Studies (BA Honours)**  University of Portsmouth, UK   * Achieved upper second class honours with distinction in French language * Successfully completed modules in French and European politics, history and society, translation, French language for professional, academic and informal use and research skills   **Erasmus Programme**  Université Lumière Lyon 2, France   * Successfully completed university modules in French, European and global politics, translation, interpretation * Successfully completed 3,000 word portfolio task in French using my Erasmus opportunity as a basis for a cultural comparison   **GCSEs and A-levels**  The Anglo-European School and Sixth Form  Ingatestone, Essex, UK   * Educational institution with strong international ethos and emphasis on learning foreign languages * Achieved four A-levels in French, History, Business Studies, English language and literature and one IB Standard in Japanese * Achieved eleven GCSEs grade A-C including Maths and English | CONTACT DETAILS  Homestead, Roman Road, Ingatestone, Essex, CM4 9AE  +44 7598 359708  [up672934@myport.ac.uk](mailto:up672934@myport.ac.uk)  PROFILE  An internationally-minded graduate in French Studies, I am enthusiastic about developing new and existing relationships and exploring what lies outside of my comfort zone.  SKILLS  Excellent verbal and written communication skills  Strong attention to detail  Methodological thinker  Ability to manage conflict and differences of opinion  Very aware of issues of culture  Microsoft Office  HTML, CSS, SQL  INTERESTS  Francophone, Hispanophone, Galician and Lusophone cultures, literature, music and audio-visual arts  Language exchange programmes and meet-ups  Culturally immersive experiences  Cycling, hiking, running  LANGUAGES  **English** –native  **French** - fluent  **Spanish** – advanced  **Portuguese** – basic  **Galician** – basic  ACHIEVEMENTS  Vice-President and Co-founder of French Society at the University of Portsmouth  World Challenge – Expedition to Thailand and Cambodia (Jul/Aug 2009) involved exploring area’s history, working in an orphanage for children with HIV and a five-day trek through the jungle  Graded for my first dan (black belt) in Okinawan karate (2008)  REFERENCES  References are available on request |