

PETER SMITH

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PROFILE

Individual with ten years' experience in office administration within a higher education context. Excellent IT skills with knowledge of all Microsoft Office applications, social media and university systems. A creative problem-solver and team player honed through working collaboratively with stakeholders across various departments. Seeking a senior role within Admissions at Greening University.

EDUCATION

2011 – 2012 Blackwell University

MSc Management (Merit)

Dissertation: "Potential Cultural Issues Faced by Higher Education Institutions Operating and Recruiting Across China"

2006 – 2009 King's College London

BSc Business Management

2004 – 2006 Brentwood Academy

4 A Levels – English, Maths, Business, Spanish

PROFESSIONAL EXPERIENCE

2011 – Present Nonesuch University | Senior Examination Officer

- Responsible for accurate coordination of exam preparation and compilation of results
- Liaise with department heads on day-to-day exam related issues
- Manage a team of three
- Reported findings of annual survey to senior management
- Successfully work to strict timelines
- Organised and implemented new working procedures to streamline process

2009 – 2011 King's College London | International Student Liaison **Officer**

- Developed and introduced new client-centred team approach
- Organised a series of events welcoming new international students
- Liaised with 'Buddy' system organiser to facilitate international support
- Customised database to suit unique departmental needs
- Maintained ongoing links with students and liaised with Student Services for wider support as needed.

SKILLS

IT and computing:

Compiled and edited comprehensive monthly activity reports

Daily user of databases

Customised database to suit unique departmental needs

Microsoft Office – word, excel, access and power point

Dreamweaver web package

Languages:

Spanish (fluent)

Chinese (intermediate)

Qualifications:

ECDL

TEFL

Health & Safety at Work Certificate

Driving Licence

ACHIEVEMENTS AND INTERESTS

Student Careers/Job Fair Assistant at Blackwell University: Awarded prize for effort and innovative contribution to encouraging employers to take part

Volunteer in Costa Rica: 12-week placement in Montezuma working to renovate classrooms and work with children

Active volunteer for the British Heart Foundation: Contribute to raising money through organising fund-raising events

Middle Manager Member of Chartered Management Institute (CMI): Regularly attend events and courses and participate in the mentoring programme