



MARK J. GLAUBERMAN-COE

Young experienced professional with a high attention to detail, seeking employment post emigration (UK), who has a high level of adaptability and drive, is not daunted by a fast paced or stressful workplace environment and enjoys challenging assignments and decision-making roles.

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EDUCATION

Keele University (UK)

2009-2012

- Bachelor of Science in Neuroscience and Psychology with Honours (double major).
- Awarded full academic *Michelin* scholarship.
- Keele Jewish Society – Board Member.

Air Training Corps (Royal Air Force)

2003-2011

- Business and Technology Education Council Diploma in Aviation Studies (Distinction).
- Business and Technology Education Council Diploma in Public Services (Distinction).
- Certificate in Solo Flight Training (Gold Wings).



PROFESSIONAL EXPERIENCE

Co-Founder/Partner

Aug 2012 - May 2014

GC Legal-Medical Consultants UK

- Increased the rate of successful outcomes for claimants by providing professional in depth evaluations of the viability of their claims.
- Cut our clients costs by evaluating the merit of medical negligence claims and recommended when not to pursue frivolous claims.
- Handled the request of sensitive private information from the National Health Service.
- Successfully protected the interests of our company during contract negotiations.
- Increased the revenue of the company by controlling unnecessary expenses and closely tracking billing and payments.
- Maintained a high standard of confidentiality in accordance with governmental regulations and guidelines concerning storage, transportation and divulgence of private information.

Business Assistant

May 2011 - Apr 2013

JAG Aspirations UK

- Carefully managed invoicing and tracked payments.
- Increased productivity through IT support.
- Arranged diary/work schedule to maximise profit and efficiency.
- Project managed national smoking caseation initiative and increased sign up rates in the local population.

Medical Note Summarizer

May 2010 - June 2011

Willow Bank Surgery NHS

- Ensured patients' notes included vital information and were up kept to date.
- Maintained a high standard of patient confidentiality in accordance with governmental regulations and guidelines.
- Alerted health professionals to possible issues or concerns within a patient's file using problem-solving skills.



LEADERSHIP EXPERIENCE

Staff Warrant Officer

2003 - 2011

Air Training Corps, 435 Squadron.

- Promoted: Cadet > Corporal. 2005 > Sergeant. 2006 > Flight Sergeant. 2007 > Warrant Officer 2008.
- Handpicked for prestigious international cadet placements (JCHQ Rheindahlen, Germany 2004, 2006 and RAF Akrotiri, Cyprus 2005).
- Taught Aviation Studies (BTEC) to Cadets post enrolment.

Fundraising Coordinator

2004 - 2013

Guide Dogs for the Blind UK

- Negotiated free rental of a market stall from the local council authorities.
- Increased the public's awareness of the charity's work in the community.
- Entrusted with handling monetary donations.



SKILLS

- Highly proficient in the use of MS Word, Excel, PowerPoint and Outlook and MAC equivalents.
- Proficient in use of database software programs (Westlaw, Lexis Advance, EMIS).

- Proficient in use of statistical analysis software programs (Minitab).
- Experienced in laboratory techniques.
- Technical drawing and design experience.