

# Ann-Marie Sample

---

**Address:** 3 Pittodrie Street  
Aberdeen  
AB24 5AD

**Mobile:** 07625 468361  
**Email:** a.m.sample.19@aberdeen.ac.uk  
**Driving licence:** Full, clean, held for 2 years

## Education

---

### **MA (Hons) Accountancy and Finance, University of Aberdeen, UK, 2019 – 2023**

Courses include: International Financial Management, Audit Practice, Financial and Management Accounting. Also took options in Economics and Business Management during my first two years of study, including Intermediate Micro/Macroeconomics and Operations Management.

### **Boroughmuir High School, Edinburgh, UK, 2012 – 2018**

Advanced Highers: Accounting (B), English (C)

Highers: Accounting (A), Business Management (A), English (B), Biology (B), French (C)

7 National 5s, including Mathematics and Drama

## Work Experience

---

### **Covid-19 Administrator, UnitedHealthcare Global Medical, Aberdeen, UK, May 2020 – August 2021**

- Acted as first point of call for all offshore asset crew prior to their travel to site.
- Dealt effectively with all day-to-day administration, including updating patient medical records in line with GDPR guidelines, and managed stock levels and bookings.
- Kept efficient records on all activities and reported to line manager on a monthly basis.

### **Waitress, Poldino's Restaurant, Aberdeen, UK, October 2019 – March 2020**

- Provided excellent customer service to a wide variety of customers at one of Aberdeen's best Italian restaurants.
- Learned how to deal with queries and complaints in a diplomatic and sympathetic manner while serving up to 6 tables.
- Frequently assisted in cashing up and reconciling the till at the end of the night.

### **Farm Hand, Bourke Farm, New South Wales, Australia, September 2018 – August 2019**

- Took on a variety of hard labour tasks, including fruit picking and animal rearing, in the outback of Australia to support my backpacking around Australia, New Zealand, Thailand and Vietnam.

### **Shop Assistant, Bonkers Gift Shop, Edinburgh, UK, June 2016 – August 2018**

- Responsible for serving and advising customers, both from the local area and visitors from the UK and abroad (practised French with tourists).
- Involved in and, in my last year, responsible for planning and carrying out stock takes and ordering in of goods.
- Suggested and was able to implement a summer promotion which increased sales by 20% over a two-week period.

## Key Skills

---

### Communication

- Developed excellent written communication skills through my degree for which I regularly write reports and essays.
- Learned how to communicate effectively and diplomatically with a wide range of people, particularly through my work at Poldino's and Bonkers Gift Shop.
- Experienced in delivering presentations, both individually and in groups, to groups of up to 50 as part of my degree.

### Business Awareness

- Completed PwC's Financial Audit Virtual Case Experience (~5 hours) via The Forage's website which gave me a real insight into the work of a professional services firm.
- Was always keen to contribute ideas to develop the business at Bonkers Gift Shop, one of which resulted in a sales increase of 20%.
- Managed the finances for our successful Young Enterprise company which was nominated for the regional final.

### Organisation

- Provided fast and efficient customer service while working at Poldino's and Bonkers, dealing with many customers and requests at one time while staying calm.
- Organised paperwork and diaries with great attention to detail while working at United Healthcare, so that all staff could follow up on my work and reporting requirements were met.
- Learned to manage my time efficiently through juggling studies, part-time work and extra-curricular activities and have never missed a deadline for coursework.

### IT

- Used Sage Accounting as part of my course and completed udemy's Xero Accounting Software course during the Summer of 2020.
- Familiar with all Microsoft Office applications, have used PowerPoint for giving presentations and use the internet and email regularly.

## Interests & Achievements

---

**Business and Economics Society** – Have been a member since first year and regularly attend meetings, listen to speakers and enjoy the social events, both in person and online.

**Gymnastics** – Joined the University club in first year and continue to train at least once a week (in person and at home). Was a member of my school team and represented school in local competitions.

**Duke of Edinburgh** – Gained a Silver Award in my last year at school. Particularly enjoyed our expedition to the Cuillins on Skye.

**Young Enterprise** – Acted as the Finance Director for our company which developed a new container to make recycling easier. We were selected to go to the Scottish Final.

## References

---

Available on request