

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