

JENNIFER M. SAMPLE
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EDUCATION

- 2019 – 2020 **MSc Real Estate (RICS accredited)**, University of Aberdeen
Courses include: Real Estate Economics, Property Law and Institutions, Valuation and Finance, International Real Estate, plus a Property Dissertation (incorporating Property Research) in the field of property investment.
- 2015 – 2018 **BA (Hons) Economics (2.1)**, University of Newcastle upon Tyne
Honours options included: Corporate finance, Housing Economics, Regional and Urban Economics plus a dissertation on Public/Private Finance Initiatives.
- 2008 – 2014 St. Christopher's College, Belfast
A Levels: Mathematics (B), Economics (B), History (C)
10 GCSEs including French and Geography

KEY SKILLS

Teamwork While at Knight Frank I worked in a multi-disciplinary team on a proposal for a new shopping mall. Gained experience in working effectively with others as several of my courses at both undergraduate and postgraduate level were based around group work. I have been involved in several sporting teams and gained leadership experience through sports coaching in Australia and Newcastle.

Communication My communication skills have developed throughout my academic career. Various financial report presentations in my undergraduate degree gave me confidence in public speaking to a range of audiences. My written skills include essays, research reports and property schedules. Bar work in particular developed my interpersonal skills in dealing with customers.

Financial Analysis My first degree provided me with a strong understanding of corporate finance. I am numerate and have a logical mind giving me the capability to carry out both financial and market analysis.

Negotiation Through my work with Scottish Widows I gained experience in this area. I enjoyed finding out clients' requirements and selling them the appropriate policies.

IT I am competent using Word, Excel and PowerPoint and frequently use the internet for research. I also have a working knowledge of economic modelling software. Good keyboard skills (typing 65 wpm).

Time Management While a student I learned to prioritise effectively to meet study deadlines, honour sporting commitments and hold down a busy part-time job. At Knight Frank I developed further multi-tasking skills to run the office of a Partner in a busy commercial environment.

Driving Full, clean UK driving licence and car owner.

RELEVANT WORK EXPERIENCE

- Sept. 2018 –
Aug. 2019 **Knight Frank, Glasgow**
PA to Partner where I learned a great deal about the commercial property sector by taking minutes at meetings, typing up reports, liaising with planners, architects and developers, and running the Partner's office. I was also given responsibility for the market analysis on a major shopping mall project. This role inspired me to train as a chartered surveyor.
- Summer 2018 **Scottish Widows, Glasgow**
Junior Insurance Sales Representative. In this role I was responsible for the analysis and rectification of customer concerns and also conducted sales calls to potential customers.

OTHER WORK EXPERIENCE

- Feb 2015 –
Mar 2018 **Students' Union, University of Newcastle upon Tyne**
Term-time bar staff, 15 hours per week. Latterly I was involved in training and supervising new staff. In this role I developed patience and tact in dealing with "awkward" customers. I also learned to plan ahead for peak demand times, such as big screenings of football and rugby matches.
- Summer 2017 **Office Angels, Belfast**
I held a variety of office and reception temporary jobs mainly covering for staff on holiday. I learned to be adaptable, flexible and gained administration experience.
- Summer 2016 **Maloney's Seafood Emporium, Belfast**
Sales Assistant in a small team selling luxury goods to the public and hospitality sector. Attention to detail was important to encourage repeat business.
- Aug 2014 –
July 2015 **Gap Year in Australia**
I worked as a Sports Coach and House Parent in an all-girls boarding school in Victoria. In this role I quickly developed communication and leadership skills through having the responsibility for the care and welfare of 20 girls aged 8 to 14.

INTERESTS & ACHIEVEMENTS

- Netball I have recently joined the Granite City Ladies team in Aberdeen and previously played for Newcastle University. In Newcastle I was also a member of a local club and coached the U14 squad. I began playing competitively in Australia as this was one of the main sports at the school where I worked.
- Other I enjoy playing tennis for a mixed team in the summer social league and am an active member of National Trust local branch, regularly attending meetings and visiting properties.
- Travel My gap year gave me the travel bug and I really enjoy holidaying in remote areas off the usual tourist track. Last year I went trekking in the Malaysian Highlands.

REFERENCES

Available on request