

Emma Gordon

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Education

- 2010-2013 **BA Human Sciences, University of Oxford**
- Led a small-scale research project in a team of five to South America
 - 10,000 word dissertation on 'Gene therapy for Cystic Fibrosis'
- 2003-2010 **St Mary's High School**
- A levels: Biology A, Maths A, French A, Music A
GCSEs: 7 at A*, 3 at A, including Maths and English

Work Experience

- Summer 2012 **Marketing Intern, Royal Northern College of Music, Manchester**
- Responsible for proofreading copy for a new e-brochure
 - Initiated a communications strategy for Twitter and Facebook
 - Redesigned leaflets for prospective applicants
- Oct- Dec 2011 **Team Leader, The Student Consultancy, Oxford**
- Managed a team of four and conducted market research
 - Delivered recommendations to the client and gained excellent feedback
 - Gained commercial awareness and knowledge of the retail sector
- Summer 2011 **Head Waitress, The White Hart, Manchester**
- Organised weekly duty rota for 12 staff
 - Ensured excellent response to customer enquiries

Positions of Responsibility

- 2011-2012 **Vice-President of JACARI (Oxford University Charity)**
- Supported 250 volunteer home tutors for children in local schools with English as an additional language
 - Ensured that all new volunteers were fully trained
 - Successfully applied for two funding bids totalling £3,000
- 2010-2011 **Marketing & Publicity Officer, College Ball Committee**
- Planned and implemented publicity for the Ball
 - Increased attendance from previous year by 20%

Additional Skills

Languages: French, good written and spoken; Arabic, basic spoken

IT Skills: Advanced Excel, Word and Access; basic HTML

Interests & Activities

Music: Lead cellist in Oxford University Orchestra, also member of string quartet performing regularly at weddings and local venues

Sport: Vice-Captain of College Netball team, coordinate weekly training sessions

Travel: Organised a rock-climbing expedition across Europe with friends during A-levels