

# Joanne Miller

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## CV targeted to job in management consultancy

The main difference is the emphasis Joanne has given to her work experience. For the management consultancy version, Joanne has emphasised her business experience, both in financial institutions and her other less-obviously-relevant posts (eg at Boots).

## EDUCATION & QUALIFICATIONS:

Brasenose College, Oxford University  
2009-2012 BA (Hons) Mathematics - First Class

St Anne's School, Reading  
2002-2009 A-levels: Mathematics (A), Physics (A), Chemistry (A)  
GCSEs: 9 GCSEs, 3 grade A\*, 6 grade A

## WORK EXPERIENCE:

### Summer 2011 Schroder Salomon Smith Barney

Intern

- Supported analysts in mergers and acquisitions
- Conducted research for client presentations as part of a small team
- Modelled the future financial performance of companies
- Developed understanding of different industry sectors
- Organised sixth-form visits to the company

### Summer 2010 PWC, London

Trainee Chartered Accountant in the Business Advisory service line

- Analysed client financial information, working as part of the audit team
- Analysed the robustness of spreadsheets and databases
- Gathered information from senior client staff, contributed to audit reports

### Summer 2009 Boots The Chemist Ltd, Oxford

Retail Assistant (checkout operator)

- Coached and oversaw the work of other temporary summer staff and undertook other supervisory duties
- Liaised with the public to resolve minor queries and complaints
- Responsible for banking cash and cheques at the end of the shift

## POSITIONS OF RESPONSIBILITY:

### 2011 Marketing & Publicity Officer, College Ball Committee

- Planned and implemented publicity for the Ball with a total turnout of 250 students

### 2009-2011 Captain of College Netball Team

- Publicised team. Selected players. Keep morale and motivation high amongst the team
- Organised matches with other colleges in Oxford and at Cambridge.

2010-2011 Member of Jacari Committee – responsibility for publicity/newsletter.

**IT SKILLS:** Familiar with C++. Regular user of email, Internet, Word, Excel.

**LANGUAGES:** Fluent in French.

## INTERESTS:

Travelled to South Africa, USA, South America and Europe. Play netball, tennis, badminton.  
Volunteer on National Trust and English Heritage conservation weeks.

## REFEREES:

Dr S Smithson. Oxford University, Mathematical Institute, 24-29 St Giles, Oxford OX1 3LB

Mr P Cole. Senior Manager, Arthur Andersen, 1 Surry Street, London WC2R 2PS