

VALERIA SURNAME

London, UK | +4475 302 XXX XX | valeria.surname@gmail.com | www.linkedin.com/valeria.surname

CAREER SUMMARY:

A driven MSc International Public Policy graduate with an HR internship experience obtained in an investment bank. Possess strong leadership qualities developed through a position of responsibility held at the local volleyball club. Skilled in data analysis, administrative abilities, and relationship management. Eager to obtain an HR graduate role in the financial industry.

EDUCATION:

University College London | London, UK **Sep 2019 – Sep 2020**

MSc International Public Policy (Merit)

Key Modules: Introduction to Quantitative Methods, Public Policy Economics and Analysis, International Organisation, Human Rights, International Economy.

University of Nottingham | Nottingham, UK **Sep 2016 – Jun 2019**

BA Hons Economics and Philosophy (2:1)

Key Modules: Mathematical Economics, Econometrics, Financial Economics, International Trade, Logic and Reasoning, Philosophy of Mind, Ethics.

Wellington International School | Dubai, UAE **Sep 2012 – Jun 2016**

International Baccalaureate: 36 points (523 UCAS Tariff Points) with 7 in Psychology (HL), 6 in Biology (HL), 6 in French (SL), 7 in Business (SL)

GCSEs: A* in History, A* in Russian, A in Mathematics, A in Science, A in English, A in French, A in PE, B in ICT.

WORK EXPERIENCE:

International British Bank | London, UK **May 2019 – Aug 2019**

Human Resources Intern

- Conducted 30+ in-person exit interviews to evaluate the reasons for a spike in employee resignations and delivered a summary report with key findings to senior management
- Organised and executed a 2-day team building onsite event focusing on improving the morale of the HR department, as well as designed engaging teamwork activities for the year
- Redesigned the attrition management spreadsheet using Excel formulas, thus enhancing the speed of reporting and data input by 20%

LEADERSHIP EXPERIENCE:

Space Volleyball Club | Cambridge, UK **Apr 2017 – Dec 2019**

Team Captain

- Was elected the team captain for the 2017 and 2018 seasons, which included designing training activities and social events, as well as maintaining the high morale of the team
- Obtained a sponsorship deal from Wagamama Restaurant to make a new uniform for the team, took full responsibility for the design and production of the outfits

INTEREST & HOBBIES:

Swimming: Held a position of an Assistant Swimming Coach at Arizona Dolphins Club (Jan 2018 - Aug 2021)

Boxing: State-level competitor in the women's youth division (2018 and 2019 seasons)

ADDITIONAL SKILLS:

IT Skills: proficient user of Microsoft and Apple products databases, such as Excel, PowerPoint, Word

Languages: fluent in English, Russian, Belarusian, intermediate in French.