

Summary

An adaptable, innovative fully bilingual Italian-Scot and recent graduate from the University of Edinburgh. Looking to bring applicable experience in event management into a role as Project Coordinator. Able to combine proficient communication and organisational skills, with analytical and problem solving skills developed during university career.

Motivated to solve problems in new areas, quickly learn and develop new skills and takes pride in completing all tasks to the very best of her ability.

Education

(2009 - 2014) University of Edinburgh

Bsc(Hons) Astrophysics, 2:2

3rd and 4th Year courses included:

- Research methods in physics
- Computational methods
- Biological physics
- Statistical mechanics
- Thermodynamics
- Dynamics and relativity
- Diffraction physics
- Astrophysical cosmology
- Stellar evolution
- Atomic and molecular physics
- High energy astrophysics

Final year Dissertation - My project was based on modelling the significant feature in the spectral energy distribution of Active Galactic Nuclei, (supermassive black holes). Altering the widely accepted theory which unsuccessfully accounts for this anomaly, using a combination of Java J2EE, JavaScript and Python software. Using this software, a new theory was implemented, tested and ultimately successfully accounted for the observed anomaly.

(2003 - 2009) Dalbeattie High School (Scotland)

Scottish Advanced Highers:

- Physics (B), Chemistry (C)

Scottish Highers:

- Mathematics (A), Physics (A), Chemistry (A),

Personal Details

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Mobile 01316504670
E-mail JoSmith@gmail.com

Licence Full, current and clean driver's licence

Skills

 attained from University

- **Communication** – I relayed complex information to my peers and lecturers via written essays, presentations and discussions in both group and solo projects.
- **Practical** – The ability to plan, execute and report experiments using technical equipment with a keen eye for detail and to strict deadlines was essential.
- **Analytical** – I developed an ability to grasp complicated concepts, understand and interpret data and construct logical arguments from such information.
- **Problem solving** – A large part of my degree was based around solving problems and equations with well defined conditions. I also experienced more open-ended problems, and have developed the confidence to attempt various approaches to progress.
- **Numeracy** – The use of mathematics to solve complex scientific problems, mathematical modelling and presenting such information graphically was crucial in many of my courses.
- **IT** – Competency with various software packages was necessary throughout my degree. This included use of Microsoft Office to write scientific reports, analyse large data sets and prepare presentations, as well as developing coding skills to construct complex simulations using Java, C++ and Maple.

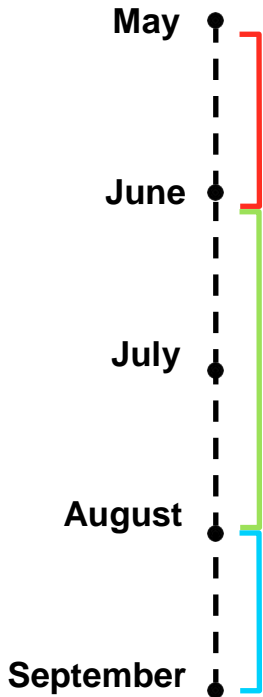
Work Experience



(2012 - Present)

Beach Resort Manager - Bagni Lido

Summer Season Timeline



For three seasons during the summer months of my degree, I managed a resort on the Ligurian coast in the Northwest of Italy. The resort consisted of a private beach catering to 1500 clients, a beach bar, and a restaurant. This experience has given me a real insight into a fast-paced customer led business environment, and has developed my skills in project planning and events management, working to non negotiable go-live dates.

Key activities and responsibilities that I undertook during a typical season are outlined below:

- **Pre-season planning:**

- Coordination of structural modifications and maintenance work in the resort.
- Contacting new and existing suppliers with the aim to maintain solid, long lasting relations.
- Recruiting a reliable workforce of 9 staff members.

- **Mid-season management:**

Responsible for the day-to-day running of the resort, including:

- Organising beach bed bookings, ensuring timely payments.
- Management, supervision, and motivation of staff in all three departments.
- Promoting, planning and coordinating events, always offering a new and contemporary product.
- Liaising with clients on a daily basis, ensuring client satisfaction.

- **Post-season evaluation:**

- Gathering customer details for the announcement of future resort developments, aiding to maintain strong and lasting customer relations.
- Assessing sales accounts from the season to identify popular products.
- Evaluating successful ventures and discovering possible opportunities for the next season, striving to maintain an innovative business.

Additional Skills & Qualifications

- **Fully bilingual** in English and Italian.
- Bronze and Silver **Duke of Edinburgh Awards**, developing teamwork, first aid and orientation skills.
- **ELA** qualified life-guard for both open and closed waters.
- **National Rescue Standard First Aid** qualification.
- Committed pianist, achieving **ABRSM Grade 8**.

(2009 - 2011)

Open Water Lifeguard - Bagni Lido

Responsible for the safety of clients while in the sea and delivering First Aid on the premises while also managing the rental and maintenance of all leisure equipment, including pedal boats and canoes.

(2008 - 2009)

Restaurant Waiter - Restaurant 'Don Giovanni', Scotland

Worked as a waiter within a small team in an Italian restaurant. Duties included table planning, waiting and bar work as well as calculating bills, cashing and locking up.

Hobbies

Sport: I am a keen badminton player (runner-up in Southwest Scotland competition), golfer (12 handicap) and also enjoy football and tennis.

Music: I am proficient in playing both the piano and flute. I enjoyed performing the piano at concerts for large audiences, and was first flute in the Stewartry Windband, with whom I performed at the Menin Gate in Ypres and at Disneyland in Paris.

Travel: After graduating last year and working in Italy for the season, I took 6 months to travel across Australia, New Zealand and around Southeast Asia. I loved meeting people along the way from all walks of life - tourists and locals - and enjoyed immersing myself in various cultures. I also developed better budgeting skills and enhanced my co-ordination while planning trips.

