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| SIAN MAGELLAN | 07685 314529  Balliol College, Oxford, OX1 3BJ  sian.magellan@balliol.ox.ac.uk |

Education

2013 – 2016 | BA Hons English, Balliol College, *University of Oxford*

* First year exam results: 2.1 (65 average)
* Researched and delivered on time twelve 3,000 word essays on new topics in each eight week term for discussion with peers and leading academics

2006 – 2013 | *St John’s School*, Milton Keynes

* A levels: French A\*, English A\*, Chemistry A, Maths A GCSEs: 5 A\*, 3 A, 1 B including A\* in English, Maths

Experience

2015 | Organic Farm Volunteer

WWOOF | Haute Vienne, France (summer)

Independently planned and organised two months’ work in France

Improved to near-fluent French, while learning food production chain process

Developed good working relationships with 22 colleagues from 12 countries

2015| Team Leader

The Student Consultancy | Oxford University (8 weeks)

Led a team of five students to develop marketing strategy for local start-up

Designed and executed paper and phone surveys, engaging 250 participants

Presented recommendations to client; all implemented within 3 months delivering 20% increase in sales in 6 months

2014| Market Research Assistant

EGM Analysis | (1 month internship)

Produced eight accurate data tables to summarise previous field activities using SPSS

Presented daily key data summary to managers with a colleague

Developed knowledge and interest in marketing and consumer goods

2013 | Customer Assistant

Pies-R-Us | (part-time summer work)

Communicated in a professional manner with up to 80 customers per day

Maintained positivity in high-pressure service environment

2011 - 2014 | Data Entry Clerk

Milton Keynes Hospital | (part-time holiday work)

Developed administrative skills, and understanding of organisational processes

Ensured accurate classification of records and meticulous proof reading

Liaised with six hospital departments to compile datasets to tight deadlines

Skills

* Languages: English – native; French – near-fluent; German – conversational
* IT: Proficient in Excel and SPSS, WordPress, InDesign and MS Office
* Music: Lead clarinettist in Milton Keynes Youth Band; member of National Youth Orchestra
* Marketing Officer for Balliol College wind ensemble. Promoted concerts and managed ticket sales, increasing audience numbers by 30% in the first year
* Sport: Balliol College football team; training twice a week
* Captain of St John’s School women’s football team (under 18s)
* Travel: Extensive travel throughout Europe, including organising work placement in France

Tip

This CV is derived from Microsoft’s template, “Resume Equity”