

## **Anne Hitt**

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### **Personal Profile:**

I have recently completed my higher education and I am now actively seeking employment. During my university studies I was able to gain valuable customer service skills in the retail trade. I am a reliable person with good time keeping. I am friendly and approachable and am able to follow instructions accurately. I possess good verbal and written skills.

### **Key Skills:**

- Excellent IT skills, including advanced knowledge of MS Office, Dreamweaver and PhotoShop
- Excellent knowledge of a range of both quantitative and qualitative research methods
- Able to communicate with a wide range of audiences
- Able to prioritise workload and excellent management skills
- High standard of written English
- Experience of web publishing

### **Achievements:**

Organised a trip to Austria for university society  
Written a number of music reviews and features for the student newspaper

Created database of listeners for the local talking newspaper to increase efficiency of service

Created and designed website and a range of other marketing materials for the university Snowboarding Society

**Education:**

2001 – 2004      Anyshire University  
Degree            BA History – 2:1

1999 – 2001      Anytown College  
A Levels           English Literature – A  
                          History – A  
                          French - B

1997 - 1999      Anytown School  
GCSEs             English Language – A  
                          Mathematics – A  
                          8 Other GCSEs grades A-C

**Work Experience:**

Summer 2003    Bank plc, Student Trainee

Summer 2002    Bookshop Ltd, Retail Assistant

Summer 2000    Anytown Talking Newspaper, Volunteer

**Interests:**

I am an active member of the University Snowboarding Society and have helped to plan several excursions to dry slopes and a trip to Austria. I play the guitar in a band and regularly play at local venues.

**References:**

Available on request