

BEN WRIGHT

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SKILLS SUMMARY

- Proven ability in numeracy skills evidenced in A level results
- Excellent communication and customer service skills developed from retail experience
- Resourceful and proactive problem solver demonstrated in extra-curricular activities
- Competent user of Excel (familiarity with Pivot Tables and VLOOKUP functionalities), Access and PowerPoint and beginner user of Bloomberg Terminal

EDUCATION

Brunel University London - **BSc (Hons) Business & Management with Accounting** (2016 – 2020)

1st year

Introduction to Management Enquiry
Managing Information with Technology
Principles and Practice of Marketing
Organisational Behaviour & Analysis
Introduction to Accounting
International Business Environments

2nd year

Management Accounting – Decision Making
Introduction to Business Law
Principles & Practice of Financial Accounting
Management Accounting – Planning & Control
Quantitative Methods in Business
Accounting Information Systems

Uxbridge College – **A-Levels** (2014 – 2016)

Maths (A), Economics (B), Business (B)

Barnhill Community School - **GCSEs** (2009 – 2014)

12 GCSEs grades A-C (including Maths, English, Business & IT)

EMPLOYMENT

Next – **Sales Assistant** (June 2016 – present)

- Provide excellent customer service, assisting with product queries
- Prioritizing tasks during the famous NEXT sale and managing heavy sales traffic all day
- Cashier duties, including exchanges, handling cash and maintaining accurate transitions
- Working effectively as a team to ensure professional service
- Stock rotation and general health and safety on the shop floor
- Discreet problem solving and maintaining aesthetics of the store
- Active participation in in-store promotions such as recommending campaigns and displays
- Learned a great deal about retail business and the dynamics of the fashion industry

Highlight: Consistently met targets and received praise for my strong work ethic

McDonalds – **Crew Member** (January 2016 – June 2016)

- Serving customers at the tills, providing excellent customer service
- Food preparation, adhering to strict hygiene standards

- Use of equipment for food preparation and ordering, adhering to strict health and safety regulations
- Trained by the McDonalds' Customer Service team to meet and greet customers and provide customers with an enjoyable McDonald experience

Highlight: Awarded Employee of the Month

VOLUNTEERING

S Wright Building Ltd – **Office Assistant** (July – September 2016)

Family business; shadowed the Office Manager and carried out administration and financial duties including:

- Processing orders and invoicing clients
- Liaising with customers via phone and email
- Maintaining accurate records using Excel
- Work with colleagues from different backgrounds and experience
- Always mindful of getting accurate data for the accounting department

Highlight: Gained first-hand experience of book keeping

PROJECTS & ACHIEVEMENTS

- Financial Plan – university team project involving the creation of a business plan for a new business. I was the Financial Advisor with the responsibility of financial planning, budgeting and accounts.
- Student Rep – represent my University course, communicating with my peers about issues and relaying them to School Management to progress change.
- Entrepreneurial Society – Treasurer of the society, responsible for book keeping.
- Rugby Captain – having played amateur rugby for 8 years, I now Captain the team and organise fixtures and events, including fundraising activities.
- Duke of Edinburgh – gained the Silver award.

INTERESTS

World affairs – subscribe to the Economist to keep up with world news, politics and economics. Particularly enjoy reading the analysis of different articles by the journalists. I also read the Financial Time online on a regular basis to keep up-to-date with interest rates and movement in the stock market.

Team sports – a keen player of both rugby and hockey. Practise regularly and seldom miss training sessions. I have been playing team sports since a young age and have continued through my university studies.

Music – produce music in my spare time and often DJ at club nights. I listen to a wide genre of music ranging from jazz to modern pop music. I have purchased music instruments and equipment to enable me to compose music at my leisure time.