**Curriculum Vitae**

**Marina**

**Marina.335099@2freemail.com**

**CAREER PROFILE**

A motivated and a detailed conscious affiliate who holds a Bachelor degree in Accounting and Financial Management from the University of Sunderland (UK). A quick learner, who displays considerable strength across a wide range of personal skills, takes challenges as they come under the role played and also performs under pressure.

**EDUCATIONAL QUALIFICATIONS**

2013 – 2014 **BA (Hons) Accounting and Financial Management**

 University of Sunderland (UK)

2011 – 2013 **HND International Business Management**

 St Patrick’s College (UK**)**

**WORK EXPERIENCE**

***ENGLISH LANGUAGE TUTOR 2015-2016***

***NECTA ACADEMY Douala, Cameroon***

* Teaching English to adult students
* Contributing to the development of students listening and speaking skills
* Preparing semi-monthly exams to evaluate student understanding
* Marking exam papers
* Organize corrections for all exams made for improvement

***MICROSOSOFT OFFICE TRAINER 2015-2016***

***NECTA ACADEMY Douala, Cameroon***

* Teaching the basic of Microsoft package (word, excel, power point) to beginners
* Involving students in many exercises to develop
* Preparing weekly exams to evaluate level of understanding

***CUSTOMER ASSISTANT 2013-2015* *COMPASS GROUP London, United Kingdom***

* Welcoming and assisting customers
* Proactively targeting new client opportunities
* Upselling to generate more revenue
* Checking and replenishing stock

**KEY SKILLS DEVELOPED**

* Fluent in English and French (both writing and speaking)
* Top notch communication skills and professional work ethic.
* Organization and Coordination
* Confidence and Dynamism
* Very honest and reliable

**COMPUTER SKILLS**

* Good knowledge of Microsoft package

**HOBBIES**

Baking, Music, Learning new cultures and Sports (athletics, karate).

**REFERENCES**

Available on request.