

CURRICULUM VITAE

Ling Wan

74 Burder Close
Islington
N1 XXX

D.O.B. 11/11/2010 **T:** 0207 23XXXXX **NI Number:** JE 4XX X7X

Personal Statement

Since leaving education I have enjoyed involving myself in different environments of work. I am quick to learn new skills, and adapt myself to new circumstances. I feel that I am a very encouraging and uplifting person to be around; I love meeting new people and helping others to have fun, believing this to be a necessity in a successful work place.

Work Experience

-Bar Staff-

The Old Unicorn Theatre Pub
St Paul's Street
Islington
Contact: Deborah Smith
020 7833 1753

The Hamlet
Hoxton Street
Shoreditch
Contact: Paul Robinson
020 7749 0800

Responsibilities included:

- Taking customers' orders
- Preparing and serving drinks
- Handling cash and using the till
- Set up and shut down of bar
- Maintaining good appearance of bar and floor
- Taking theatre/performance bookings

-Telephone Charity Fundraiser-

GOGO Ltd.
Monk Street
Dalston
Contact: Anthony Cross
020 7923 XXXX

Responsibilities included:

- Maintaining suitable telephone manner
- Achieving daily targets

- Personal time management

-Office Assistant-

Aduwole Designs Ltd
Bethany Road
London
Contact: Grace Aduwole
020 7277 XXXX

Responsibilities included:

- Organising folders and documents
- Answering the phone and taking messages
- General office administration

Education

City and Islington College
Grades Achieved:
Philosophy A Level C Grade
English Literature and Language A Level B Grade

The Greycoat Hospital
Grades Achieved:
10 GCSEs 9 B Grade, 1 A Grade

Skills

Over the past few years at both college and work I feel I have acquired many different skills. These include:

- Time management
- Self motivation
- Maintaining a positive attitude

Hobbies and Interests

My passion is creative writing. I enjoy writing short stories and poetry. I equally love to read and try to spend as much time as possible reading literature. Although I have left education I do try to continue learning and find western philosophy particularly interesting. I hope to travel as much of the world as possible, believing the experience of different cultures to be extremely important in achieving a positive and productive way of thinking.