

LAURA ELIZABETH BARTLEY

CASHIER

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PERSONAL SUMMARY

I am a meticulous, efficient and resourceful individual. I work well under pressure and have experience in working to deadlines. I have a clean driving license held for 10 years and I am willing to travel. I am now looking to develop my experience in this field to enhance my Accounting career in TV and Film Production.

KEY SKILLS

- Competent with Global Vista and also have basic experience with Classic Vista and PSL.
- Experienced with Microsoft Excel and all other Microsoft Applications.
- Ability to prioritise and organise busy workloads.
- Excellent communication and interpersonal skills.
- Work well as a team member or on my own initiative.

PROFFESIONAL EXPERIENCE

Abbey C Studios Limited - - "GALAVANT" Season 2 - - Cashier - - July 2015 – February 2016

Financial Controller – Beverly Wiens

Gift Girl Limited - - "She Who Brings Gifts" Feature Film - - Cashier - - May – July 2015

Financial Controller – Linda Gregory

Abbey C Studios Limited - - "GALAVANT" Season 1 - - Assistant Accountant - - September –December 2014

Financial Controller – Beverly Wiens

Abbey C Studios Limited - - "GALAVANT" Season 1 - - Accounts Assistant - - July – September 2014

Financial Controller – Beverly Wiens

Abbey C Studios Limited - - "GALAVANT" Pilot - - Accounts Clerk - - February – April 2014

Financial Controller – Shruti Shah

EDUCATION

University of Brighton – July 2010 - 2:1 Honours degree in Environmental Sciences

City of Bristol College – August 2007 - A-Levels - B – Geography, D – Environmental Sciences, D – Sport Science

Henbury Comprehensive School – August 2005 – GCSE's – Results ranging from B-C grades in Maths, Science, English Language and English Literature, Physical Education, Geography, Graphics, Religious Education and French.

REFERENCES – Available on Request