

Marie Quyen Guilhem

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Education

- 2012 – current** **University College London - London** **BSc Information Management For Business**
- Year 1 (first class)
 - Accounting for Business: Prepared and analysed balance sheets, income and cash statements, worked in a team of 4 to calculate and interpret financial ratios for long term investment appraisal
 - Communication and Behaviour in Organisations: Examined the relationship between individual/group behaviour and organisational effectiveness, and its impact on working life quality
- 2010 – 2012** **Saigon South International School - Vietnam**
- International Baccalaureate: 38 IB points
 - Higher Level: Economics (6), English A1 (5), Visual Arts (6)
 - Standard Level: Mandarin (7), Environmental Systems and Societies (6), Math Studies (7)
 - Received Best Student Award in: Modern Languages (2012), Visual Art (2011 & 2012) and Science (2011)
- 2009** **Ecole Française Colette – Vietnam**
- The National Brevet Diploma: Honour Roll

Work Experience

- 2013** **B&T Trading Co. Ltd- Vietnam** **Accounting Assistant**
(Jul - Sept)
- Read and analysed balance sheets to report overdue debts to in-house accountants
 - Collected and organised daily receipts and bills before entering them into the software system
 - Assisted and prepared journal entries, including prepayments, provisions and accruals to keep information up to date and accurate
 - Contributed ideas during meetings for new product brand images and competition strategies
- 2012** **Beirut Restaurant- Vietnam** **Part Time Server** (approx 10 hrs/ week)
(Jun - Jul)
- Ensured excellent customer service by serving food and beverages promptly during peak times
 - Maintained smooth operations by managing the inventory, co-ordinating with servers and kitchen staff
 - Built relationships with customers by managing difficult situations effectively
- 2012** **Duc Viet Cargoteam Ltd - Vietnam** **Summer Intern**
(Jul - Aug)
- Gained insight and knowledge about the Freight Forwarding Business by interacting with different sectors: Sales, Accounting, Air Freight, Sea Freight and IT
 - Scheduled manager's meetings and appointments
 - Prepared meeting materials
- 2011 – 2012** **An Linh Love School Part Time - Vietnam** **English Teacher** (approx 5hrs/week)
(Nov - Mar)
- Voluntary work – taught English to underprivileged students
 - Prepared lesson objectives and communicated them to a group of 10 students
 - Mentored students and monitored their progress to ensure good learning quality
 - Took the initiative to help struggling students outside of class time

Responsibilities & Achievements

- 2013- current** **UCL Women in Management Society – London** **Events Manager**
- Coordinating professional career events; invite guest speakers
 - Motivating young women in their career paths by offering advice, information and encouragement
- 2011 -2012** **Art and Crafts for a Good Cause Society - Vietnam** **President**
- Raised £150 for Anh Linh Love School by organising events to sell students' artworks
 - Ensured society's cash flow by budgeting and tracking expenditure
 - Meeting deadlines by communicating goals to team members and maximised efficiency by focusing on each member's strengths in craft making

Skills & Interests

- Fluent in Vietnamese, English and French / Basic in Mandarin
- Expert User in Microsoft Office, Intermediate user in Java programming
- Enjoy painting, making collages, travelling to learn about new cultures, playing volleyball and basketball