

Mark James Semple

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I am a bright motivated person wanting a challenging and consuming role in a friendly company. I have recently applied for a role as a graduate editor writing revision guides and other science writing positions would also interest me. In addition I am also interested in the financial sector; with psychometric tests placing me in audit and tax. I am also highly interested in a customer service or administration role with strong prospects. I look forward to hearing from any prospective employers who think I would match up with them and their role. I am currently looking undergoing a course of work experience and looking for voluntary work.

EDUCATION

Biochemistry BSc (Hons), University of Bristol, anticipated 2.1 2004-2008

I have 4 exams to take in May 2009 with no extra schooling required

Chetwynde Sixth Form 2002-2004

3 A levels (2004): Biology (A), Chemistry (A), Mathematics (A).

1 AS level (2003): Religious Studies (A)

Our Lady's Chetwynde School 1997-2002

11 GCSEs (2002): French (A*), German (A*), Latin (A*) English Literature (A*), English (A*) (including grade A* in Oral English), Mathematics (A*), Biology (A*), Chemistry (A*), Physics (A*), Religious Studies (A*), History (A)

EMPLOYMENT HISTORY

Administration Assistant 2008

Commenced training in a customer service role as an administration assistant dealing with stocks and shares. Unfortunately this was a short role and us new trainees did not finish training due stock depreciation.

Sales / Customer Service Assistant – Marks and Spencer 2005-2007

I provided excellent customer service and worked effectively as part of a large team. The customer ordering and information point received approximately 250 orders per week and I achieved additional sales by understanding the needs of the customer. I learned about the positioning of merchandise and enjoyed employing my communication skills when looking after customers. In addition, I ensured the smooth running of the administrative end in correctly dealing with incoming / outgoing orders, returns and refunds whilst always maintaining a friendly demeanour. I gained an unpaid promotion from sales assistant to working the ICOS desk.

Waiter and barman – The Old Mill Restaurant 2004-2005

WORK EXPERIENCE

Undergraduate researcher – University of Bristol 2006-2008

Worked for two years in renowned research laboratories requiring extensive research into two major diseases. Planned and discussed investigation and meticulously undertook *in vitro*, *in vivo*, and computational analysis to achieve novel results. Formulated further experiments currently being performed by a post-graduate researcher.

Murray's Pharmacy 2004

Learned about procedures and safeguards regarding customer's risks. Handled vital drugs databases and excelled in customer care.

RECENT ACHIEVEMENTS

Scored over 80% in three listening / data entry tests for the *Jobs @ Pertemps* recruitment agency

AWARDS

- 'Steven Foster Prize for Science and Maths' Chetwynde Sixth Form (2004)
- Team awards for 'Best Project Management' and 'Best Analytical Report', as part of the *Business Enterprise Scheme*. Analytical and project management ability were assessed and I enjoyed success in a team leader role (2003)
- 'Murray Prize for Science' Our Lady's Chetwynde School (2002)

EXTRA-CURRICULAR

President of University Political Society 2004-2006

Senior Prefect and Member of the Staff Student Consultation group 2003-2004

Young Enterprise Scheme 2003

I was airector of the company that won Best Business Presentation.

STAR Scheme 2003

I helped Infant pupils with English and GSCE Mathematics tutoring for struggling students

Computer Literacy

CLAIT stage 1 certificate. Skilled in MS Word, Excel, PowerPoint. Competent in Access, Outlook and Fireworks. Self-taught protein imaging tools; Grafit 4, Swiss-Prot PDB Viewer and RasMol.

INTERESTS

- health and fitness
- football
- music
- socialising
- video games
- current affairs
- travel

REFERENCES

Name	Ms. Rebecca Jones	Dr. Nigel Savery
Company	Marks and Spencer Plc.	University of Bristol

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