Sophie Turner

sophie.turner@email.com | 07700 900968 | Bath | linkedin.com/in/sophieturner

Second-year Business Administration student seeking a 12-month placement from summer 2025

PROFILE

Second-year Business Administration student at the University of Bath (first-year average 68%) looking for a year in industry in finance or operations. Organised, quick to learn new systems and used to balancing study with part-time work and a society committee role.

EDUCATION

BSc Business Administration (with placement year), University of Bath

First-year average: 68% | Bath | Sep 2023 – Jun 2027

- Modules: Accounting for Managers, Quantitative Methods, Operations Management, Marketing
- Coursework: cost analysis for a local café's menu, recommending 3 price changes (72%)

A-levels, Beechen Cliff School

AAB | Bath | Sep 2021 – Jun 2023

- Mathematics (A), Business (A), Spanish (B)

EXPERIENCE

Office Assistant (summer), Westbury Lettings

Bath | Jul 2024 – Sep 2024

- Updated tenancy records for 220 properties in the company's database and corrected 35 out-of-date entries.
- Chased late rent payments by phone and email using agreed templates, helping clear £6,800 of arrears.
- Created an Excel tracker for property inspections so no visit was missed over the summer.

Secretary, University of Bath Investment Society

Bath | Sep 2024 – Present

- Take minutes for fortnightly committee meetings and track actions to completion.
- Manage event bookings and room requests for a society of 300 members.

Waitress, The Old Mill Kitchen

Bath | Jun 2022 – Present

- Serve up to 60 covers a shift, handle payments accurately and train new staff on the till system.

SKILLS

Microsoft Excel, Record keeping and databases, Minute-taking, Customer communication, Time management, Spanish (conversational)

LANGUAGES

- Spanish (conversational, A-level)