

Supplement 12

KQ2: Job application

CV

Joanna James

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I started work in the hotel branch when I was 18 during a gap year between finishing school and starting university. I went to Australia for six months, taking casual jobs in bars and restaurants to pay my way across the country. During that time I not only discovered a love of Australia but a love of cooking and of providing good service in whatever job I happened to be doing. My plans to study geography changed and instead I returned to the UK to study at the prestigious Drayton Academy in Brighton. After gaining international experience, I returned to the UK for family reasons.

Background

1. BA Hotel and Management
2. Advanced Diploma in Customer Service
3. Master of Business Administration

Other skills

4. One of my strengths is that I adapt easily to new cultures and workplaces. My professional life has been characterized by a desire to try new challenges and I have consciously chosen different types of hotel in different locations.
5. I speak several languages, which includes British Sign language
6. I get along with people and have made some really good friends among my staff, from the cleaning staff up to the general manager.
7. I am a qualified first-aider

Professional background

Trainee Manager	Dewleys Hotel, Brighton	1992-1996
Manager	The Cranborough, Stratford on Avon	1996-2002
Assistant Manager	Springfield International, Toronto	2002-2008
Manager	Springfield International, Edinburgh	2008-present

Education

BA in Hotel and Management	Drayton Academy, Brighton, England	1988
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References

These can be supplied when requested