

## CURRICULUM VITAE

Name	Joanne Moore
Address	21 Hartop Grange, Buckinghamshire
Telephone	(01674) 739572
E-mail	jmoore@hotmail.com
Work experience	<ul style="list-style-type: none"><li>– <b>1996 – 2000 – Personal Assistant,</b> Ramsbottom Harvey Estate Agency</li> <li>– <b>1995 – 1996 – Personal Assistant,</b> Haversham Jones Hopkins – Publishing House</li> <li>– <b>1994 – 1995 – General Secretary,</b> Haversham Jones Hopkins – Publishing House</li></ul>
Education	<ul style="list-style-type: none"><li>– 10/2000 – 06/2006 Open University Degree – Psychology</li> <li>– 09/1991 – 06/1993 Buckinghamshire Technical College – Language Studies</li> <li>– 09/1989 – 06/1991 Buckinghamshire Girls High School</li></ul>
Languages	<ul style="list-style-type: none"><li>– French: fluent written and spoken</li><li>– German: very good written and spoken</li></ul>
Skills	<ul style="list-style-type: none"><li>– fast typing</li><li>– computer literacy (MS Office, e-mail, Internet)</li><li>– operating office appliances</li><li>– excellent interpersonal skills</li><li>– organisational skills</li></ul>
Interests	<ul style="list-style-type: none"><li>– swimming</li><li>– aerobics</li><li>– reading</li><li>– psychology (completed Open University degree programme in Psychology)</li></ul>
References	Mr. Henry S. Ramsbottom, Ramsbottom Harvey Estate Agency, hramsbottom@ramsbottomharvey.co.uk Mr. Fred Baker, Haversham Jones Hopkins, fred.baker@hjh.co.uk