

FERGUS SCRUTTON

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PROFILE

An articulate, determined individual with a wide range of abilities and a common sense approach to problem solving. Able to speak publicly, communicate ideas effectively in written and spoken form, and maximise a continued desire to learn and develop new skills.

EMPLOYMENT AND VOLUNTEERING HISTORY

Medical Records Clerk *Spire Healthcare*

Wellesley Hospital, Southend-on-Sea
Jul 2008 to Present

Undertaken as a vacation job to broaden skills and experience.

Worked predominantly in an office environment within a small team, tasked with the management and distribution of medical files throughout the hospital.

The role involved a high level of internal and external written and verbal communication, as well as good practical organisation.

During 2009 received an 'Outstanding Contribution' award for the effectual oversight of the relocation of 100,000 medical files to an off-site facility.

As a result of this continued dedication, a 30pc pay rise was awarded after the first six months employment.

Designed, built and implemented a tracking database in Microsoft Access for the distribution and retrieval of records around the hospital. Authored a product manual designed to guide users from all ranges of ability.

Press and Publicity Officer

University of York Swimming and Waterpolo Club

Jun 2009 to Jun 2010

Promoted club through the web and printed mediums. Produced effective recruitment materials: including posters, website and informative business cards for distribution to students.

Managed publicity budget carefully, and generated a return on investment through a record number of new members for the 2009-2010 academic year.

Men's Swimming Captain

University of York Swimming and Waterpolo Club

Jun 2008 to Jun 2009

Supervised an extremely successful year for the York men's swimming team: through leadership, good communication and effective judgement, the club achieved promotion in the inter-university league and broke seven club records.

Successfully kindled a great enthusiasm within the team, and widened participation in top-level training and competition. This was demonstrated through attendance at four national competitions.

Lifeguard and Centre Assistant

Virgin Active Health Clubs

Hawkwell
Aug 2005 to Jul 2008

Worked in a busy environment with a large and varied team. Developed a strong work ethic and inter-personal skills.

Encountered sensitive situations and liaised with members of the public: this fostered a calm attitude to customer service, with an emphasis on maintaining customer satisfaction.

EDUCATION

University of York

BSc Honours Economics (pending graduation, July 2010)

Oct 2007 to Present

Course content based around complex mathematics, essay writing and discursive tutorials. Utilised a good range of skills in the logical and analytical processing of economic theories, as well as their application to present world issues.

In addition to core topics, the following modules were studied:

- Introduction to Accountancy;
- Cost and Benefit Analysis;
- Commodity Markets;
- International Economics.

- GCSE: 4 A*, 5A, 2B; including A* in English and sciences, and A in mathematics
- AS: B; English Literature
- A2: A; Economics, Geography and General Studies. B; Chemistry
- Other Achievements: School prefect, swimming team.

Other

2000 to 2006

- London Association of Music and Dramatic Arts (LAMDA) Speaking Verse and Prose, Grade 8;
- LAMDA Spoken English, Grade 3;
- LAMDA Reading for Performance, Grade 3;
- Duke of Edinburgh Bronze Award.

SOFTWARE SKILLS

Able to fully maximise the benefits of technology in efficient working practices, and adopt new software or hardware with ease.

Highly proficient and confident in the following:

- Microsoft Office;
- Adobe Creative Suite (including InDesign and Photoshop);
- Apple iWork;
- High-level experience coding CSS, HTML, PHP and SQL for web design;
- Use of any desktop operating system.

REFERENCES

References available upon request.