**JESSICA QEVANI**

**EDUCATION**

**2018-2022 UCL**

BA Politics, Sociology and East European Studies, on course to achieve a 2:1

**2012-2014 Henrietta Barnett School, London**

A levels: History (A), English Literature (A\*), Classical Civilisation (A); AS Geography (A)

**2007-2012 Friern Barnet School, London**

GCSEs: 10 grades A\*-A with English (A\*), Mathematics (A)

*Awarded the Jack Petchey Award for outstanding achievement throughout school.*

**EMPLOYMENT**

**Allen Lane – Recruitment Co-ordinator, Ops Team May-Jul 2018**

* Responsible for managing around 500 temporary workers in regard to issuing contracts, completing payroll, and responding to their ad hoc queries.
* Co-ordinated with different areas of the business to streamline procedures and improve communication between departments.
* Responsible for the implementation of the company’s GDPR procedures and educating members of staff on best practice.

**Dentists’ Provident – Member Services Consultant Nov 2016- Dec 2017**

* Assisting and communicating with client about their enquiries. Keeping clients updated and liaising with other departments to achieve this.
* Conducting all financial transactions including the processing of invoices, refunds and premiums.
* Providing administrative and service-led assistance at conferences and shows and to senior members of the organisation.
* Providing in depth explanation of company’s products and services at all stages of client membership and to financial advisers. This involves in depth knowledge of the market and relevant tax treatments of company’s products.
* Providing upkeep on detailed records of all third-party communication.

**Hill Dickinson LLP – Team Assistant Mar-Aug 2016**

* Acted as the first point of contact for the team; communicated with clients via email and telephone; screened calls; dealt with the queries of a variety of internal and external queries.
* Undertook legal research; researched medical experts to add to the directory and to assist with cases; researched counsel; researched events venues.
* Prepared promotional material for email and letter; prepared documents for signature, meetings and court proceedings.
* Managed complex diaries and international travel; organised conferences with up to 150 individuals; scheduled meeting rooms; supported the Marketing and Events team with a variety of initiatives.

**Aequitas Accountants – Office Manager/PA Oct-Mar 2016**

* Prepared final accounts in Excel; completed rental accounts and bank reconciliations; processed invoices and billings; created invoices; processed payroll.
* Acted as the first point of contact for internal and external communications; screened telephone calls and emails and responded promptly.
* Opened and updated company files; proofread the due diligence reports of senior staff; managed the social media accounts of the company and the director.
* Responsible for filing; postal and stationary orders; liaised with service providers

**SKILLS AND INTERESTS**

* **Languages**: **English** (native), **Albanian** (native), **Russian** (beginners)
* **Student Committees**: Social and Welfare Representative of the Diplomacy in Action Society