**Sophia Amin**

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**EXPERIENCE**

**The World Bank,** Washington, DC 6/2018 - 8/2018  
*Events Coordinator* for the World Bank Family Network (WBFN). Conducted and analysed surveys to develop optimal combination of courses and training materials for the members’ professional development. Marketed and communicated professional events on the website and Calendar,  
Glance (monthly newsletter), Facebook and LinkedIn. Organized logistics for the thematic sessions, including booking rooms, managing WebEx facilities. Participated in the Professional Development Team’s management meetings. Interacted with professionals from the World Bank and International Finance Corporation (IFC) to hone-in my interest in monetary policy and its impact on the capital markets.

**The World Bank,** Washington, DC 8/2016 - 7/2017 *Sessions Coordinator* for the World Bank Family Network (WBFN). Responsibilities included researching, marketing and communicating upcoming thematic sessions via WBFN website and calendar, as well as organizing logistics for various thematic sessions, including liaising with World Bank staff, booking meeting facilities, and managing WebEx facilities.

**El Gato Negro Tapas**, Manchester, U.K. 1/2020 - 3/2020

Employed as a Host. Responsibilities included meeting and

greeting of guests; escorting guests to their tables; navigating ResDiary

(online booking system) to maximise covers; working with host team to

ensure walk ins and bookings are organised in the most efficient way

possible.

**Vertigo Plant Based Eatery,** Manchester, U.K. 8/2019 - 10/2019

Worked as a F&B Assistant; responsible for preparing coffees, preparing

and plating up menu items to a high standard, taking and serving orders

and issuing bills and accepting payments.

**Syft**, 1/2019 – 3/2020

Currently employed with a temp agency working a variety of roles

including, but not limited to; Waitress, Hostess, Festival Staff, Bar staff.

**Australasia Spinningfields**, Manchester, U.K. 9/2018 - 12/2018

Employed as a host. Job responsibilities included ensuring guests are

greeted and accommodated in a professional and friendly manner. Having

excellent telephone manner and be able to communicate well with guests

from all walks of life was a must, as was computer literacy and the ability to be

flexible to my work.

**Moore & Lee,** McLean, Virginia 5/2013  
*Interned* at this law firm specializing in construction, government contracts, commercial litigation, and healthcare. Assisted in revamping the law firm’s website by conducting research on competitors’ websites. Organized the manual filing system. Accompanied the litigation team to judicial hearings.

**EDUCATION**

**The University of Manchester,** Manchester, UK 9/2017 - Present  
Full-time, final year student for BA(Hons) in Business Studies & Economics, predicted to graduate with a 2:1. Courses completed in the first year include Financial Reporting, Microeconomics, Macroeconomics, Mathematics, Management Accounting, Statistics, and Politics of the Global Economy. Courses enrolled for this semester include Microeconomics, Macroeconomics, Economics for Public Policy.

**British School of Washington,** Washington, DC 9/2011 - 6/2016 Obtained ***International Baccalaureate*** (IB) degree in June 2016. Courses included English Literature, Mathematics, Global Politics, Business & Management, Biology and Spanish. Member of the cross-country team, prom committee, yearbook committee, and model U.N. team.

**Birch Wathen Lenox School,** New York, NY 9/2009 - 6/2011  
Completed sixth and seventh grades. Performed in school musical and play. Member of the basketball and volleyball teams and the school Book Club.

**Byram Hills Primary School,** Armonk, NY 2/2008 - 6/2009 Completed fourth and fifth grades.

**PERSONAL**  EU (Denmark) citizen. UK registration certificate. Permanent resident of the United States (green card). Born in Hong Kong and raised in Asia, Europe and the United States.

**REFERENCES**  Available upon request.

March 2020