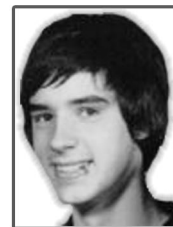


# James Nicol Johnstone Urquhart

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Nationality: British

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East Sussex



A motivated and ambitious 21-year-old graduate from the University of Kent in July 2008 with a BA (hons) in French and Business Administration. Of British nationality, raised in Luxembourg with an understanding of French, German, Spanish and Luxembourgish.

## Education

**University of Berkeley (Extension),**  
*A in HTML and Web Design*

Oct 2008 - January 2009

**University of Kent, Canterbury, UK,**

*Bachelor of Arts with Honours in French and Business Administration*

Sep 2005 - July 2008

**European School of Luxembourg, Luxembourg,**  
*European Baccalaureate*

Sep 1992 - June 2005

## Employment

**Aviva Investors, Luxembourg.**

Receptionist and Data Input.

This role helped me learn to work under pressure and meet deadlines while handling high profile clients in a busy working environment.

December 2008 - January 2009

September - October 2008

**Nordea Bank, Luxembourg.**

Officer in the Fund Analysis and Reporting Department and database tester.

I developed team working skills as well as computer literacy with a variety of programs for both a new database and daily website updates.

June - September 2007

**Commune De Steinsel (Steinsel Town Council), Luxembourg.**

Labourer.

August - September 2004

**Carousel Picture Company, Luxembourg.**

Extra/Actor.

Various Dates, 2000 - 2003

References are available on request.

## Interests

Throughout my time at University I was a keen member of the Juggling and Vegetarian societies, and I enjoy playing football and cycling in my spare time. While attending the European School of Luxembourg, I was elected my class president 3 years in a row. I was also active in the local music scene as a drummer in a number of bands which played in Luxembourg and the surrounding area. During my time at University, I also played in a number of bands locally. My time at school also gave me a sound working knowledge in a variety of foreign languages including French, German, Spanish and Luxembourg.

I have a keen interest in IT and skills with Word, Excel, Access, PowerPoint and Web Design.