**Jonathan G.F. Sivak**

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**Nationality**: Austrian/Australian

**Personal Profile**

I am a highly motivated and adaptive undergraduate student in History and German with an international background. I have experience in management, translation work and legal services. Self-financing my studies and saving towards the GDL and LPC. Native English and German speaker.

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**Education**

*Sept. 2006 -* B.A History with German (2:1 expected)

June 2010 University College London

Skills gained;

* + - * **Research**: Extended essays and dissertation preparation sharpened my ability to extract information from appropriate domestic and foreign libraries, periodicals, websites, books and other sources. For my current research on the Deutsche Bank’s role in Third Reich I have consulted German, American and British sources.
* **Critical thinking and data synthesis**: Demonstrated through collation of data from a variety of sources and perspectives to produce coherent and balanced arguments.
* **Time management**: Regular extended essay deadlines have enabled me to develop academically and demonstrate effective multitasking under pressure.
* **Cultural awareness**: Enhanced through an Erasmus scholarship at the Humboldt, Berlin
* This year (2008/09) on an Erasmus scholarship at the Humboldt, Berlin

### *Sept. 1999 -* International Baccalaureate, GCSEs

June 2006 Haileybury & ISC, Hertford

Higher Level – Economics **7**, German **7**, History **7**

Standard Level – Chemistry **6**, English **6**, Mathematics **6**.

Total **42** points (including 3 CAS points for the final projects) out of **45**

History **A**\*, German **A**\*, Combined Science **A**\***A**\* (Chemistry/Physics/Biology), Latin **A**\*, French **A**, Geography **A**, Mathematics **A**, English, **A** Religious Studies **A**, ICT **B**

Achievements

* Received Honorary Scholarships – awarded for academic achievements
* College Prefect
* Duke of Edinburgh – Bronze and Gold Award level achieved

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**Relevant Work Experience**

*Jul – Sep 2007* Research Assistant on the Legal Desk, JCL *Search,* London EC2

Personally responsible for ensuring that individuals’ records were up-to-date.

Skills gained;

* + - * **Eye for detail**: Combined and updated details of 4000 individuals held on two different databases.
    - **Ability to learn quickly under pressure**: Learned how to manage the new data input system and navigate legal literature and websites to correct individual lawyer’s files.
    - **Commercial awareness**: Gained valuable insight into leading British and American law firms, including the calibre of people they seek and their recruitment processes.

*Oct 2004,* Paralegal shadowing and Administrative/Facilities Assistant, Forsters, London

Dec 2004 - Gained a week of experience after which I was offered a job in their back office.

*Jan 2005* Skills gained;

* **Understanding of paralegal work**; Shadowed solicitors in different departments and visited the Crown Courts.
* **Translation**: Assisted with provisional translation of client’s bank statements from German to English
* **Administration**: Worked with the legal team to ensure efficient office operations.
* **Commercial awareness:** Observed different legal practice areas and the logistics involved in the running of a law firm.

**Other Work Experience**

## *Sept. 2008 -* Freelance translations business, *Berlin*

*Present* Set up to help finance my year abroad.

Skills gained;

* **Initiative**: I researched market demand and recruited the support of three other colleagues to enable us to offer translations from four languages into English.
* **Translation**: I translated websites, correspondence and various other types of documentation for businesses and private individuals across Germany.
* **Research**: I researched specialist subjects required to proofread PhDs, Management training programs and business plans.
* **Networking**: I fostered a small client network and found new mediums to market our service.

## *Sept. 2006 -* Bar Supervisor, *University College London Union Bars, London*

*Sept. 2008* Skills gained;

* **Team leadership**: Able to manage change during management restructuring and comfortably face with the new challenges of the position.
* **Organisation**: Managed the bars on various nights; and co-managed the whole Union on Saturday nights, liaising between bar staff and security.
* **Training**: Successfully trained new staff and ensured smooth integration into the team.

June 2007: Level 2 National Certificate for Personal License Holder and Door Supervision Training.

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**Additional Skills**

* + - **Languages**; English (native), German (native), French (basic)
    - **I.T.:** MS Word, Excel, Powerpoint
    - Clean British driving licence

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**Activities and interests**

* Founding member and President of the UCL Wine Society (2008)
* Active member of the UCL German department and was the Austrian Relations Officer of the German Society at UCL - increasing peoples’ awareness of the county and nurturing relationships with students in Graz and Vienna, enhancing networking skills.
* Keeping active, enthusiastic sportsman – especially Tennis, Squash, Hiking and Skiing. Played on various university teams, improving my teamwork skills.
* Enthusiastic and experienced in overseas travel. Enjoy the excitement and challenges faced when travelling independently.

References available on request