

Student name

Postal address line 1
Postal address line 2
Postal address line 3

Email
Phone number
(If applicable) Nationality/Work permit status

Final year Property with Business student at the University of Westminster, seeking a career in commercial practice surveying. Strong commercial awareness, client facing and technical skills developed through previous employment, including experience at a property management company and in the planning and development department of a local council.

Education

BSc (Hons) Property with Business
University of Westminster, London

Sep 2020 – July 2023

- Predicted 2:1 having achieved a 2:1 in first and second year assessments.
- Third year projects included a dissertation and group presentation at the RICS in Jan 2012 in which a proposal for a development and investment opportunity was submitted. This assignment was the culmination of the property disciplines studied on the course, notably development and investment appraisal, valuation, property management, landlord and tenant law and planning.
- Business modules included Accounting and Finance, Economics, Marketing, Organisational Behaviour and Business Management.

A Levels
Copleston & Holywells Sixth Form, Ipswich

Sep 2018 – Jun 2020

- A levels: Business Studies (C), Geography (C), General Studies (C)

GCSE
Copleston High School, Ipswich

Sep 2016 – Jun 2018

- Nine GCSEs (A-C), including Maths and English

Relevant work experience

Work placement
Property Initiatives, Mayfair, London

Jul – Aug 2018

- Assisted the director and senior property manager with their day-to-day duties. Updated reports for clients, undertook research, interpreted legal documents and aided the valuations team with the proposed acquisition of a development site.
- Developed an understanding of commercial property management by visiting a number of buildings under company supervision and learnt specifically about facilities management, leases and tenancy schedules.

Clerical Assistant
Planning & Development Department, Ipswich Borough Council

Jun – Sep 2019

- Acquired a practical understanding of the planning system through general clerical duties and exposure to the work of the local planning officers.
- Systematically transferred planning documents, such as tree preservation order information to the e-planning system.
- Observed a committee meeting in which a number of development proposals were granted or refused planning permission.

Other work experience

Part-Time Bartender

Dec 2019 – Mar 2020

JD Wetherspoon, The Crosse Keys, City of London & The Golden Lion, Ipswich

- Integrated well into a diverse workforce and was able to work quickly and under pressure within a team of six to provide excellent customer service and ensure that close-downs were completed on time.
- Promoted to a supervisory role in a smaller Ipswich pub, overseeing the duties of newer team members.

Data Entry Clerk

Dec 2018

E.ON, Ipswich

- Logged customer details into a computer system utilising IT skills and attention to detail.

Telemarketer

May – Jun 2017

CRU Promotions, Brisbane, Australia

- Improved communication skills through business to customer marketing of mobile phones and health care memberships. Consistently achieved increased daily call targets under pressure.

Fruit Picker

Feb 2020

Various Employers, Mildura, Australia

Warehouse Assistant

Sep – Dec 2010

Notcutts Distribution, Ipswich

Part-Time Sales Assistant/Cashier

Oct 2017

Homebase, Ipswich

- In charge of the garden furniture area during busy periods, ensuring excellent customer service, managing stock and two section staff.
- Promoted to the kitchen, bathroom and interior furniture team during the January sale; processed customer orders, arranged appointments and consistently met store credit card application targets.

Interests and other skills

- Keen interest in economics and current affairs, regular reader of the Financial Times, Estates Gazette and Property Week.
- Student member of RICS.
- Enjoy making the most of opportunities to travel, including six months independent travel to India, Indonesia and temporary employment in Australia during 2010/11 gap year.
- Proficient user of Microsoft Word, Excel, PowerPoint and Project. Some knowledge of Super Developer.
- Full clean driving licence.
- Enjoy football, regularly visit the local leisure centre and have shown leadership and organisational skills whilst captain of a ten pin bowling team.

References

Available on request