



Example of Final Year/Graduate CV

Emma Rait

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Personal Profile

Final year History and Economics student with a strong interest in retail management.

Four years' practical experience of the retail industry in a variety of roles together with strong communication and organisational skills developed through extra-curricular activities.

Key Skills

- Commercial awareness: deep understanding of the effects of different marketing strategies on consumer behaviour gained during the completion of my final year dissertation.
- Strong team working skills developed through placement and group based projects during my degree.
- Communication: excellent communication and interpersonal skills, as demonstrated by my roles as Secretary of the University Economics Society and University Debating Club.

Education

2017 - 2021

University of Dundee

MA (Hons) History and Economics (class expected 2:1)

Subjects studied in Years 3 & 4:

- Economics: Macroeconomic Analysis, Business Economic Analysis, Marketing.
- History: The Economy, the State and the People: Britain 1940 - 1997, Global Historical Perspectives.
- Dissertation: *Marketing strategies and their effects on consumer behaviour: a comparison of independent retailer and chain-stores*. Gained practical experience of managing a project and liaising with business professionals. Developed in-depth understanding of consumer behaviour and marketing strategies.

2011 - 2017

Gowrie High School, Perth

- 2015 Advanced Highers: English C, History B
- 2014 Highers: Biology B, Economics A, Mathematics B
- 2013 8 Standard Grades including French and Physics

Work Experience

Jan. 2019 - Present

Purchasing Assistant, Tesco, Dundee

- Taught myself how to use Purchase-Pro database to maintain stock and sales records demonstrating that I am quick to learn and IT literate. Involves a high level of accuracy and attention to detail as small mistakes could result in stock wastage.
- Greatest achievement in this role has been my ability to re-negotiate sales orders with a number of sales managers from our local suppliers. My communication skills and commercial knowledge helped to save money and avoided over-ordering.

Sept. 2017 - Dec. 2018

Sales Assistant/Shift Manager, The Co-operative, Dundee

- Developed excellent customer service skills and achieved *Customers First Award: Excellent*.
- Confident in handling cash and giving correct change, dealing with customer complaints and processing stock deliveries.
- Took on additional responsibilities of Shift Manager. This required me to help train new staff, draw up staff rotas, cash up and lock the store at closing.

Additional Information

- The Dundee Plus Award in recognition of my extra-curricular activities.
- As Secretary of the University Economics & Debating Societies, responsible for arranging a successful programme of educational and social activities.
- I have a full, current driving licence.
- Completed the Edinburgh Marathon in May 2017 and raised £651 for Cancer Research.

Interests and Activities

- Debating - I have debated since school and continued this throughout university giving me strong oral communication skills.
- Travel - I have travelled independently in Asia & North America which has taught me resilience and the ability to budget and plan ahead.

Referees

Professor T Fram (Senior Lecturer)

School of Business

University of Dundee

Dundee DD1 4HN

t.fram@dundee.ac.uk / Tel: 01382 333333

Mrs S Cook (Assistant Purchasing Manager)

Tesco Extra

Long Street

Dundee DD2 4FG

s.cook@tescocorporate.co.uk / Tel: 01382 221122

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