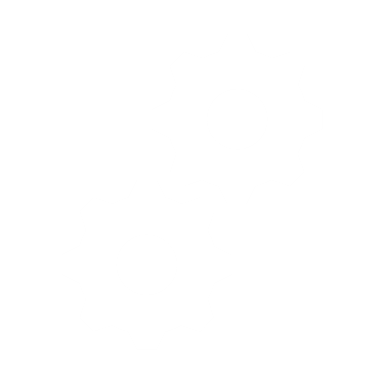
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| JOHN SMITH | 07590 620 463  [john.smith@gmail.com](mailto:john.smith@gmail.com)  London, UK  [LinkedIn](https://www.linkedin.com/in/john-smith)  https://twitter.com/john-smith |

**PROFILE**

A [INSERT DEGREE and year of study if undergraduate/DEGREE graduate], with knowledge of/ skilled at [INSERT A COUPLE OF THE KEY SKILLS FROM THE JOB DESCRIPTION]. I am looking to secure a graduate/internship/placement/part-time role as a [INSERT THE JOB TITLE YOU ARE APPLYING TO] so I can develop my knowledge of [PICK A COUPLE OF THINGS FROM THE JOB DESCRIPTION]. Working at [INSERT COMPANY NAME] would allow me to contribute to [LOOK AT THE TYPE OF TASKS YOU’D BE WORKING ON].

** KEY SKILLS**

* **Strategic Planning:** Developed a long-term marketing strategy for a student-led initiative, increasing engagement by 30% over six months.
* **Analytical Thinking:** Conducted a detailed analysis of survey data for a university research project, identifying key trends and insights that informed our conclusions.
* **Communication:** Delivered a presentation on our team's project findings to a panel of industry experts, clearly conveying complex information and answering questions effectively.
* **Leadership:** Led a team of volunteers in organising a charity event, ensuring tasks were completed efficiently and the event was successful.
* **Problem-Solving:** Resolved a scheduling conflict during an SU event by negotiating with stakeholders and finding a mutually agreeable solution.
* **Adaptability:** Quickly adapted to a new project management software at work, enabling the team to continue meeting deadlines without any disruption to productivity.

**EDUCATION**

**University of Hertfordshire, BA (Hons) Business and Management (Achieved 2:1) Sept 2015 - June 2018**

Relevant modules include:

* Industrial relations: gained a broad understanding of concepts of employee relations and the effective Management of these in small to medium business enterprises (SMEs); presented my findings to an audience of peers, achieving a 68% mark.
* Personal and Social Development: explored the needs of people in order to be fulfilled in the context of our daily and working lives. Research was done as part of an academic work group.
* Dissertation: analysed trends in staff retention over a 10-year period for a large manufacturing business.

**Hampton Bays Secondary School Sept 2007 - June 2014**

3 A levels: Business Studies (B), Maths (C), History (C)

**WORK EXPERIENCE**

**Cadbury Ltd (Leeds), HR Assistant – Work Placement June 2017–Sept 2017**

* Co-ordinated an employee satisfaction survey aimed at identifying areas of staff discontent.
* Supported various team members to carry out research, analyse data and make recommendations to senior personnel.
* Self-confidence increased as a result of gaining own areas of responsibility and by giving presentations to senior staff members at meetings.
* Assisted with general administrative duties and dealt with HR related queries, including payroll and staff contracts.
* Developed a basic understanding of the essentials of employment law and HR practice.

**Remploy (Hampton), Volunteer Coordinator Assistant Summer 2016**

* Britain’s largest employer of people with disabilities and supporter of sustainable employment.
* Managing the paperwork for new volunteers, including screening of applications for short-listing and recording personal contact details on Microsoft Access database.
* Learnt how to communicate professionally via email, telephone and letter.

**University of Leeds student Union, Events Officer Sept 2015 – May 2016**

* Biggest achievement was taking overall responsibility for organising a successful Halloween charity event held in a local nightclub.
* Contacted a range of venues to establish best price and negotiated additional discount based on the number of expected guests.
* Responsible for allocating specific roles to the team members and set individual responsibilities, tasks and deadlines.
* Held regular meetings to monitor team progress and raised £650 - exceeding the target by £150.

**The Little Gym (Hampton), Play Assistant July 2014 – Aug 2015**

* Gap year - organised and supervised play activities, such as creative painting and cookery, for children aged 8-11yrs.
* Planned ahead to ensure all the relevant materials were available, resulting in a smooth-running timetable of activities throughout the day.
* Accompanied children on away days and trips to local museums and attractions, required a high level of attention to detail to ensure health and safety guidelines were followed and children were kept safe.

**VOLUNTEERING**

**Organization Name:** Small Business Development Centre **March 2020 – August 2021** **Volunteer Position:** Business Mentor

**Description:** Provided mentorship and guidance to aspiring entrepreneurs and small business owners in developing business plans, marketing strategies, and financial management.

**EXTRA-CURRICULAR ACTIVITIES**

* **Community Compassion Corps:** Engaged in various volunteer initiatives such as organizing food drives, tutoring underprivileged students, and participating in environmental cleanup.
* **Tech Titans Club:** Explored emerging technologies and coding languages, collaborating on projects such as app development, website design, and robotics competitions to foster digital literacy and innovation.

**ADDITIONAL TRAINING**

* **LinkedIn Learning:** Project Management (May 2020)
* **Coursera:** Entrepreneurship (April 2020)
* **Forage:** Data Analysis (January 2020)

**AWARDS**

* **Awarded Duke of Edinburgh Gold award** whilst at Hampton school, which has developed my drive to succeed in challenges, even when they may seem difficult to complete.
* **Active member of University Business Club** – Winner of the ‘Bucks Best Business Pitch’ award in 2017 Enterprise week, developing confidence in public speaking and presentation skills.

**MEMBERSHIP**

* **Chartered Management Institute (CMI):** Student member.

**LANGUAGES**

* **French** (fluent)
* **Spanish** (conversational)

**INTERESTS & HOBBIES**

* **Retro Gaming Enthusiast:** Collecting and restoring vintage video game consoles and cartridges, participating in retro gaming conventions and online communities.
* **DIY Electronics Projects:** Building custom electronic gadgets and circuitry, tinkering with Arduino and Raspberry Pi projects, and sharing knowledge through online tutorials and maker meetups.