

YOUR NAME

10 Your address
Town
County
Postcode

Telephone :0000 000000
Mobile : 0000 000 000
Email: name@email.co.uk

A highly motivated and confident individual, seeking a rewarding career path.

Effective communicator on a one to one and group presentation basis.

Ability to multi task and organise with a wide range of IT skills.

KEY ACHIEVEMENTS

- Winner of a Business Enterprise Award for setting up a successful business plan (acting as managing director) whilst at college
 - Obtained the Golden Globe award involving community service, a personal challenge day and work experience.
 - Member of Focus Youth Theatre Drama Group (2001-2006) also acting as a volunteer student teacher assisting and supervising younger students.
 - Car owner with full UK Driving Licence
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QUALIFICATIONS

St James High School - 2001 - 2008

GCSE Examinations	Results	AS Level	Results
English Language	B	German	B
English Literature	A	French	D
Science double award	A,A	English Language and Literature	A
French	B	Religious Studies	E (subject to change)
Mathematics	B		
Religious Education	B		
German	A		
Food Technology	B		
I.C.T	A		

PC Literacy: MS Word, Excel, PowerPoint, Outlook (Intermediate)

Courses: Management and leadership ILM level 3

CAREER SUMMARY

The Sweet shop

June 2006 to date

Shop Assistant – Part time whilst studying

- Reconcile cash from confectionary takings and input into Excel
- Customer service and assistance
- Stocktaking and shelf replenishment
- Arranging Point of sale displays
- Ordering stock from suppliers

The Bigger Company in the City

Aug 2007

Work Experience

- Used fax machines, photocopiers, scanners and made client telephone calls
- Copy and audio typing of letters and documents
- Data input onto in-house system
- Research as directed by consultants

Big Financial Consultants

Nov 2005 to Oct 2006

Part time whilst studying

- Client database management
- Preparing client investment portfolio reviews using Excel
- Online submission of mortgage, life assurance and investment applications via provider websites
- Research for life assurance best provider using Exchange (recognised industry research engine)
- Arranging client medical examinations and liaising with GP practice managers to obtain patient reports

Bigish Solicitors

May 2005

Work Experience

- Accomplished a range of skills by helping Solicitors and Lawyers
- Joined departments such as Criminal Law, Family Law, Property Law and Litigation
- Entrusted with important documents to transfer across London
- Accompanied Solicitors visits to the Law Courts

PERSONAL DETAILS

Date of Birth: 1st April 1989

Nationality: British

Interests: socialising, Tennis, reading, music and foreign culture

References: Available on request