**Jane Smith**

1 Stockport Road, Stockport, SK1 1AA

07000 000 000

[Jane.smith@outlook.com](mailto:Jane.smith@outlook.com)

A recent graduate with employment and voluntary experience, I have skills and attributes to offer the business world including leadership, analytical thinking, problem solving, team working and communication. I am keen to learn on a graduate programme and to make a contribution to the organisation.

**Education**

2020 **BA Business Studies 2:1**

Manchester Metropolitan University

2016 **3 A-Levels: Maths, Business Studies & French**

Stockport College

2014 **8 GCSEs**

Stockport School

**Key Skills**

**Communication**

* Dealing with customers during my work experience, including complaints referred by junior staff, as well as communicating with staff and managers
* On my university course, creating and giving presentations to large and small groups, some on my own and others with fellow students
* For my university course, producing essays, reports, seminar papers to strict guidelines.

**Organisation**

* Successfully combining study, part-time work, volunteering and extra-curricular activities.
* Coordinating well-received social events for the university Business Society.

**Analytical thinking**

* Applying theoretical and scientific principles and concepts
* Applying statistical and numerical techniques to process data
* Interpretation of spatial data
* Form structured arguments supported by evidence

**IT skills**

* Competent user of Microsoft Office applications including Word, Excel, Outlook, PowerPoint
* Knowledge of bespoke packages, GIS and statistical analysis and modelling tools

**Team-working**

* As a staff member during my work experience fulfilling orders and providing excellent Customer service.
* Joining in as an active member of my logo sports team, playing matches and attending events.

**Work Experience**

Jan – Mar 2020 **Waitress & Customer Service Assistant**

John’s Coffee Shop, Cheadle

Aug – Dec 2019 **Kitchen Assistant**

Bar 123, Hazel Grove

Apr – Aug 2019 **Front of House & Bar Staff**

The Stockport Pub, Stockport

**Volunteering**

* Assisting with maintaining social media accounts for the University Business Society
* Helping out at Mission Christmas, packing boxes and activity packs for local children
* Volunteering at a local walking group for visually impaired people every other weekend
* Taking part in the Great Manchester 10K run and raising £500 for Cancer Research

**About Me**

During coronavirus, I have been out of work and have used this time to take up a new hobby, learning yoga. I have completed online learning courses in customer service and digital skills. I have also helped to organize quizzes on Zoom to stay connected with my family and friends.