**Example CV**

Mob:

Email:

**PROFILE:**

Graduate from Middlesex University, along with previous experience of working with customers. Has strong self confidence and belief and always willing to be taught new things, has a good sense of humour and a hard worker. Enjoys meeting new people from different backgrounds, and takes pleasure in working alongside customers.

**Education:**

**October 3rd 2011 – June 30th 2014 Middlesex University**

* Advertising, PR and Media – 2:1

**September 2008 - July 2010 St. Charles Catholic Sixth Form College**

* A-Level English Literature - C
* BTEC National Business Studies – DD
* Media studies - C

**September 2004 – July 2008 Sion Manning RC Girls School**

* A total of 10 GCSE’S including:
* GCSE English literature – C
* GCSE English language - C
* GCSE Maths – C
* Business studies – C

**Key Skills and Attributes**

* Good communication skills with others
* Able to work as part of a team
* Capable of completing tasks autonomously
* Other Languages – speaks fluent French Creole and also has a
* good understanding of French.

**WORK EXPERIENCE:**

**June 25th 2010: Boots 127A Kensington High Street**

**Kensington London, W8 5SF**

**Sales Assistant**

**Duties included:**

* Helped customers when they needed
* Applying stock on display for customers
* Promoted new products to customers

**July 2011: Gift Fundraising Ltd Unit 2 Lysander Mews Archway London N19 3QP Street fundraiser Duties included:**

* Talking with the public explaining what the charities was about
* Communicating with the public alongside other employees
* Signing up consumers to raise money for charity

**May 2012: Iceland 512 Harrow Road Kensal Green, Kilburn, London W9 3QA**

**Cashier**

**Duties included:**

* Greeting customers
* Working amongst tills
* Placing new stock on shelves

**October 2012: Volunteer at Tedx square mile future of work**

**Duties Included**:

* Attending meetings to inject any ideas towards event
* Sorting out goodie bags
* Escorting attendants to seating area
* Organising leaflets for event

**Marketing consultant for Literary Festival**

**Duties included:**

* Finding suitable types of media in order to promote event to targeted audience
* Using social media to interact with the younger audience
* Working within a team in order to place ideas
* Assisting on strategies to attract targeted audience

**December 2014: Sales Assistant at Dorothy Perkins**

**Duties included:**

* Assisting customers with any inquires
* Assisting customers within the fitting rooms
* Applying new stock of clothing on rails.

**December 2014 – June 2015: Cashier at T.M. Lewin**

**Duties include:**

* Assisting consumers with inquires, suit collection and online orders
* Dealing with refunds and exchanges
* Banking total cash made daily
* Assisting customers with suit tailoring, women’s wear, shirts and ties
* Helping with uplifts and clearing stockroom
* Replenishing stock
* Ordering new store products and stationaries
* Assisting with telephone inquires
* Dealing with any discrepancies on tills
* Managing employees on using tills
* Encouraging employees to reach company targets

**References available upon request**