

CV Templates

1) Classic CV Template

PETER SMITH

10 Royal Street, Benkton, Yorkshire YE179PQ
Tel: 01667 543987 Mobile: 07592 453962 email: psmith@gmak.com

OBJECTIVE: Admissions Officer, Greening University

PERSONAL STATEMENT

Strong administrative and organisational skills
Experienced in problem-solving
Work effectively both as team member and independently
Excellent communication and IT skills
Enthusiastic and committed

EDUCATION

2004 – 2008 **Blackwell University**
 MSC Management – Merit
Dissertation Topic: “Potential Cultural Issues Faced by Higher Education Institutions
Operating and Recruiting Across China”

BA Business Management 2:1

2002 – 2004 **Brentwood Academy**
 4 ‘A’ levels – English, Maths, Business, Spanish

EMPLOYMENT

2009 – present **Nonesuch University**
 Examination Officer

- Responsible for accurate coordination of exam preparation and compilation of results
- Liaise with department heads on day-to-day exam related issues
- Manage a team of three
- Reported findings of annual survey to senior management
- Successfully work to strict timelines
- Organised and implemented new working procedures to streamline process

2008 – 2009 **Blackwell University**
 International Student Liaison Officer

- Developed and introduced new client-centred team approach
 - Organised a series of events welcoming new international students
 - Liaised with ‘Buddy’ system organiser to facilitate international support
 - Customised database to suit unique departmental needs
 - Maintained ongoing links with students and liaised with Student Services for wider support as needed.
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SKILLS

IT and computing:

Compiled and edited comprehensive monthly activity reports

Daily user of databases

Customised database to suit unique departmental needs

Microsoft Office – word, excel, access and power point

Dreamweaver web package

Languages: Fluent Spanish
 Currently learning to speak Chinese

Qualifications: ECDL
 TEFL
 Health & Safety at Work Certificate
 Driving Licence

ACHIEVEMENTS & INTERESTS

- Student Careers/Job Fair Assistant at Blackwell University: awarded prize for effort and innovative contribution to encouraging employers to take part
- Volunteer in Costa Rica: 12-week placement in Montezuma working to renovate classrooms and work with children
- Active volunteer for the British Heart Foundation: contribute to raising money through organising fund-raising events
- Member Chartered Management Institute (CMI)

REFEREES

Mrs Diane Winterbourne

Registrar
Nonesuch University
Anytown
SS14 3DU

Tel: 01552 978620

Email: dwr@nonesuch.ac.uk

Ms J Evans

Regional Director
British Heart Foundation
14 South Street
Anytown
SS1 7QQ

Tel: 01552 757723

Email: jevans@gmail.com

CV Templates

2) Skills CV Template

PETER SMITH

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OBJECTIVE: Admissions Officer, Greening University

PERSONAL STATEMENT

Strong administrative and organisational skills
Experienced in problem-solving
Work effectively both as team member and independently
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Enthusiastic and committed

Administration

- Organised and prioritised personal schedule
- Implemented a new reporting procedure
- Arranged meetings with senior management
- Liaised with department heads regarding day-to-day issues
- Re-organised and improved department filing system
- Successfully worked to strict deadlines

Communication

- Reported findings of annual survey to senior management
- Prepared publicity material for department Open Day
- Worked on department stand dealing with enquiries on Open Day
- Successfully mediated conflicts between staff and faculty

Managerial and Interpersonal

- Managed a team of three
- Facilitated staff planning meetings, promoting individual high level of personal achievement
- Evaluated individual work performance and advised on career development
- Developed and introduced new client-centred team approach
- Part of a team to design new office procedures

IT

- Compiled and edited comprehensive monthly activity reports
- Daily user of databases
- Customised database to suit unique departmental needs
- Microsoft Office – word, excel, access and power point
- Dreamweaver web package

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Other Relevant Skills

- Currently learning to speak Chinese
- Fluent speaker of Spanish
- Fundraising and event organisation experience during six years volunteering with the British Heart Foundation

EDUCATION

MSC Management Merit - Blackwell University 2007 - 2008
BA Business Management 2:1 - Blackwell University 2004 - 2007
4 'A' levels: English, Maths, Business, Spanish - Brentwood Academy 2002 - 2004

QUALIFICATIONS

TEFL
ECDL – Advanced
Health & Safety at Work Certificate
Driving Licence

EMPLOYMENT HISTORY

Examination Officer, Registrar's Office Nonesuch University 2009 -
present
International Student Liaison Officer Blackwell University 2008 -
2009

FURTHER INFORMATION

Student Careers/Job Fair Assistant at Blackwell University
Member Chartered Management Institute (CMI)
Volunteer in Costa Rica 12-week placement in Montezuma
Active volunteer for the British Heart Foundation

REFERENCES

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