

# John Doe

+11 1111 11111 | 1 John Doe Road, JD11 1JD | johndoe@gmail.com

## EDUCATION

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### Target

- *Stem Subject (maths / cs focus)*

- o Current Modules: **First Year Modules**
- o Societies: Blockchain, Machine Learning, Trading, Football, Jiu Jitsu

**London, UK**  
Sep 2023 – Aug 2026

### Open Source University

- *Computer Science*

- o A free online resource I used to teach myself computer science content not included in my degree
- o Modules: **Modules Learnt**

**Virtual**  
Jun 2023 – Present

### No-name Sixth Form

- *Further Mathematics A\*, Mathematics A\*, Economics A\*, Geography A*

- o Silver in UKMT Maths Challenge, 'Mathematician of The Year' Award, 6 High-Achiever Awards
- o Participated in maths masterclass sessions, honing skills in mathematical problem-solving and critical thinking
- o Assisted younger students with homework as a 'Homework Helper', demonstrating clear and effective communication skills, patience, and a willingness to help others
- o Delivered inspirational speeches to younger students

**Town, UK**  
Sep 2020 – Aug 2022

## PROFESSIONAL EXPERIENCE

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### Large Cap IT Company

- *Data Analysis and Robotics Process Automation Intern*

- o Utilised Excel, Power BI and PowerPoint to analyse financial budgeting and reporting processes within HR, providing insight on gender pay discrepancies, benefiting over 500 employees
- o Improved Excel wage budgeting file by optimising display and calculations, enhancing the graphical interface, increasing processing speed by 20%, and ensuring accuracy by fixing calculation errors
- o Accomplished cost savings of over £50,000 per year by streamlining financial budgeting and reporting processes across multiple business areas using Excel and Power Automate, resulting in an average time saving of 25%
- o Achieved a 200% increase in intern applications, attracting over 800 candidates for the next intern cohort by leading the recruitment process, including interviewing and onboarding, and creating promotional content
- o Implemented an interactive training process using Excel, Power Automate, and Power BI, successfully reducing onboarding times by 50% and facilitating the swift integration of new recruits into productive team members
- o Utilised ChatGPT to optimise old workflows, improve formula efficiency and design presentation material

**London, UK**  
Aug 2022 – Present

### Fast Food Company

- *Crew Member*

- o Served customers and authenticated delivery drivers as part of a small team
- o Prepared and packaged food according to strict hygiene, safety and time standards

**Town, UK**  
Sep 2021 – Jan 2023

## LEADERSHIP EXPERIENCE

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### Large Cap IT Company

- *Senior Intern*

- o Supervised a team of 10 interns, facilitating the completion of 70 projects throughout the year
- o Reduced average project completion time by 30% by creating an analytics-driven workload tracker
- o Held weekly one-on-one meetings with interns to ensure well-being and foster a positive work environment
- o Represented interns at senior-level meetings, work events, and other team-building activities, effectively communicating their perspectives and needs to higher management, including global and regional CFOs and regional CEO and chairman.

**London, UK**  
Nov 2022 – Aug 2023

### Fire Cadets

- *Crew Member | Crew Commander (from Feb 2020 onwards)*

- o Represented cadets at outreach programs and charity events, raising over £10,000 for firefighting charities
- o Acted as a lead in training drills in addition to training and supervising new cadets

**Town, UK**  
Sep 2018 – Feb 2022

## ADDITIONAL INFORMATION

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# John Doe

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- **Programming Languages:** Experience using Python (Pandas, NumPy, Matplotlib), VBA and PostgreSQL
- **Computer Software:** Proficient in MS Office Tools, Power BI and Power Automate
- **Certifications:** Bloomberg Market Concepts, MO-201 Microsoft Excel Expert (Office 2019)
- **Learning Courses:** Introduction to Investment Banking Technicals, Algorithmic Stock Trading with Python, JPM S&T Virtual Program, JPM Investment Banking Virtual Program, Goldman Sachs SWE Virtual Program, Fidelity Asset Management Virtual Program
- **Achievements:** Zetamac High Score of **x**, Ranked **y** out of **z** participants in the AmplifyME asset management simulation (with 100% percentile on execution, 97% percentile on P&L)
- **Interests:** Snowboarding, Jiu-Jitsu, Football, Chess, Cinema, Architecture, Electronic Music, Cooking, Fitness