

JOHN DOE

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Personal Summary

Academically successful 2nd year student, studying Business Management with considerable experience in a highly responsible job in the leisure industry. Looking to further enhance my skills and experience whilst proving a valuable work experience that will enhance my career in the future,

As you will see from my CV below I enjoy working with the people, and as part of a team, and have proven experience of taking responsibility for a number of different projects, roles and activities. Having enjoyed my work in the leisure industry, I learnt extremely valuable skills in interacting and communicating with people.

Throughout my education I have successfully combined my studies with other commitments showing myself to be self-motivated, organised and capable of working under pressure. I have a clear, logical mind with a practical and common sense approach to problem solving and a drive to see things through to completion.

I enjoy working on my own initiative or in a team and have a flexible approach to work and study. In short, I am reliable, trustworthy, hardworking, and eager to learn and have a genuine interest in working with people. I am an energetic and enthusiastic person who enjoys a challenge and achieving personal goals.

Education

Business Management with Marketing, XXXX

XXX

Currently achieving a 1:1

Accounting for Business - Merit

Creativity, Innovation and Enterprise - Merit

Behavioural Studies - Merit

Intercultural Organisations - Merit

Marketing - Merit

Market Research in Practice - Merit

A Levels & As Levels, XXXX

XXX

GCSE, XXX

XXX

Work History

Relocated to XXX to attend University

August 2013 - Present

Open Water Scuba Instructor, XXXX

September 2012 – August 2013

At XXXX I had many responsibilities, these included:

- Training & Development of students
- Coordinating school visits
- Assisting customer requirements with in-depth knowledge of equipment during sales
- Processing & submitting student certification
- Working with the military, assessing competence & capability of new recruits
- Health & Safety
- Preparing and delivering presentations
- Equipment Maintenance
- Maintaining student files
- Teaching basic first aid skills through the emergency first responder course
- Setting up training programmes

Dive Instructor Intern, XXXX

XXX

Whilst studying for my Divemaster and the Open Water Scuba Instructor qualification I was responsible for:

- Teaching basic first aid classes
- Coordinating lessons for students and instructors
- Leading guided dives, providing a site briefing and recommending dive plans
- Working with students who have difficulty with a skill
- Assisting during lessons and supporting students
- Handling logistics, such as loading/unloading tanks on/off the dive boat
- Setting up dive gear for lessons

Work Experience, XXXX

XXX

In this temporary position I was involved in many different aspects of XXXX operations.

- Working within customer relations
- Organising and coordinating competitions as well as presenting prizes to the winners
- Checking hotel booking details and greeting guests
- Monitoring and managing tee times, to ensure games did not overlap.
- Receiving deliveries and organising food orders for the kitchen.

Skill Profile

Communication

Excellent written and verbal communication demonstrated when setting up the Kid's Summer Camp Program at XXXX. Delivering presentations to several schools. Communicating with parents by phone, email and face to face conversations to sign up their kids and ensure that the program was properly structured.

Team Work

Exemplary team work when working on university projects with considerable group co-operation, to achieve an excellent group mark together. This required information sharing and mutual assistance to complete the task to everyone's satisfaction and benefit.

Problem Solving

Able to deal with problems calmly and effectively as shown on a regular basis in my role as a scuba diving instructor. I was constantly adapting my training techniques in order assist students who were having difficulty with a skill while ensuring the rest of the class was still progressing.

Sales

I Recommended equipment and products to new and experienced divers based on their specific requirements. Created attractive packages, to interest new divers into purchasing a full set of equipment.

IT Skills

Microsoft Office – Word, PowerPoint, Outlook, Excel and Access. Learn new software quickly.

Interests & Achievements

My current interests are rowing, scuba diving and archery.