

# JOHN DOE

XXXX | Mobile: XXXX  
XXXX | Email: XXXX

## EDUCATION

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### XXXX University

(BSc) Hons Business Management with Marketing

XX, XX

Sep XX – Mar XX

- Forecast to graduate with 1st Class Honours
- Coursework includes: Microeconomics, Macroeconomics, Crises and International Propagation, Market Research, Financial Statement Analysis, Cultural Difference, International Economics and Digital Marketing

## WORK HISTORY

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### XXX University

Telecommunications Alumni Fund Raiser

XX, XX

Feb XX – XX

- Individually raised £5000 in 6 weeks through contacting Napier alumni.
- Updated the graduate database, ensuring that contact details and work information were correct for over 5000 students.

### XXX Diving

XX, XX

Open Water Scuba Instructor

Aug XX – Aug XX

- Personally spearheaded the organisation of the school diving program; I customized the schedule to coincide with instructors timetables and equipment availability.
- Created extracurricular presentations, aimed at school children. These were focused on the protection of the environment as well as populations effect on sea life.
- As part of the sales team I assisted customers with in depth knowledge of equipment.
- I was involved in working with the military, assessing competence & capability of new recruits.

### XXX Dive Centre

XX, XX

Intern

Nov XX – Mar XX

- I was responsible for coordination lessons for students and instructors.
- Handling logistics, such as ensuring boats had the required equipment as well as lesson. I was also involved with organising dive times and groups, and writing the boat manifest.
- Leading guided dives, providing a site briefing and recommended dive plans.

## LEADERSHIP

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### XXX University, Investment Banking Society

XX, XX

President

Feb 15 – Present

- Founded the Investment Banking Society to increase awareness and presence of the industry on campus. As well as equipping members with key knowledge to pursue their career aspirations within investment banking.

## OTHER INFORMATION

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Modelling:	Completed Wall Street Training self-study course
Computer:	Expert in Excel, PowerPoint
Certifications:	Open Water Scuba Instructor Certification, Emergency First Responder Instructor Certification
Interests:	Rowing, Running, Archery, Snowboarding