

JOHN DOE

XXXX | Mobile: XXXX
XXXX | Email: XXXX

EDUCATION

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

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 where correct for over 5000 students.

XXX Diving

Open Water Scuba Instructor

XX, XX

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

Intern

XX, XX

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

XXX University, Investment Banking Society

President

XX, XX

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

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