

Only your name and contact information should be provided. Do not include a photo, your age, date of birth, marital status or nationality unless the nature of the job requires this information and you are comfortable sharing this. Provide your up-to-date email address and include your LinkedIn account if it is well developed.

Jane Anne Smith

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Introduce yourself to the reader, refer to your relevant skills and specify why you are sending your CV. This section is optional and should not be more than 4 lines

Summary

An English, French and Spanish speaker with experience in customer service and relationship management developed in the retail and manufacturing sectors. Excellent leadership and organizational skills developed through involvement with sports and college societies. Looking for an opportunity to contribute to an FMCG company expanding in international markets.

Education

2014 - 2018

Bachelor of Arts in European Studies The University of Dublin, Trinity College

Relevant Subjects:

French, Spanish, European History, Politics & Sociology

Results:

Expected Result 2.1

Project:

'The Spanish Catholic Church during the Dictatorship of Francisco Franco – Collaboration to Opposition'.

Conducted extensive research in both Madrid and Alcala de Henares and interpreted and analysed primary Spanish sources.

Present information in reverse chronological order and specify a few of your modules if relevant to the role

Only include information about projects if relevant to the role

2008-2014

Leaving Certificate Cadbury College, Co Roscommon

Can be separated into 'Relevant Work Experience' and 'Other Work Experience'

Employment History & Experience

Summer 2017

Production Operative Hewlett Packard

- Consistently met production targets and deadlines.
- Completed an analysis of rejected product for the Quality Control Manager, which resulted in a 7% improvement in quality levels.
- Entrusted with training new operatives within three weeks of starting the role.

Summer 2015

Sales Assistant Tower Records

- Developed excellent customer service skills through interacting with clients.
- Accurately processed a high volume of payments
- Assisted the Store Manager with stock take and ordering goods

Summer 2014

Commercial Loans Clerk First Active

- Developed excellent customer service and telephone skills.

Present information in reverse chronological order and include responsibilities. It is important to highlight skills to demonstrate our match with the job requirements

Achievements

Academic

Awarded the scholarship for the "XX" nomination **2014**

Provide name and dates for awards, qualifications and competition. You can also categorise your achievements e.g. academic, sports, work

Extra-curricular Activities

2017-present

Secretary

Trinity College EUROPA Society

- Organise debates within and between universities.
- Promoted events at which high-profile international speakers presented.
- Ensure smooth running of up to 10 events a year within strict budget, which are regularly attended by up to 200 students.

Provide information in a reverse chronological order and emphasise skills you have developed.

2015-2017

Secretary

Trinity College Hockey Club

- Scheduled and organized the annual training sessions.
- Managed and organized 4 intervarsity competitions and many successful social functions.

Highlight additional skills. Provide examples of where the skills were developed

Additional Skills

IT

Proficient at MS Office applications and Adobe Photoshop

Languages

Good written and spoken French

Interests

Sports

Actively involved in hockey, demonstrating an ability to motivate team mates.

Emphasise any skills that you have gained, e.g. teamwork, leadership, organisational

Referees

Professor John Patrick Jones
Lecturer
Department of Hispanic Studies
Trinity College
Dublin 2

Mr. Paul McCormack
Operations Manager
Hewlett-Packard
Liffey Park Campus
Co Kildare

Include 2 references. If you run out of space, you can say 'Available upon request' instead.