

Business example CV

Estelle Jacobs

21 Jasper Ridge
Fareham
Hants
PO24 4FF

Telephone: 023 123 456

Email: myname@yahoo.com

Personal summary

A self-starting, highly motivated, business professional, able to work alone or as part of a team. Strengths include high work standards, logical and planned approach to project work, the ability to make rational judgements and sharing good practice. Fast learner, relish a challenge and willing to train extensively for a position.

Education and qualifications

University of Portsmouth **2003–2007**

BA (Hons) Business Studies **Class 2:1**

Main subjects studied include: Accounting, Marketing, Business Law, Human Resource Management
Dissertation: Consumer Led Demand in a Challenging Marketplace. Primary research skills developed and analytical ability enhanced through comparing data sets of high street retailers

St. Vincent College, Gosport **2001–2003**

A' Level

Classical Civilisation	A	AS Level General Studies	A
English Language	A	RSA CLAIT Stage one	
English Literature	A		
Geography	B		
Biology	B		

Bay House School, Gosport **1997–2001**

GCSE Ten passes at grade A*–B including English Language, Mathematics and Double Science.

Work experience

Marks and Spencer

South East Hampshire area

Stores included: Andover, Chichester, Fareham, Hedge End, Isle of Wight, Portsmouth, Salisbury, West Quay and Winchester

Graduate Management Trainee, Human Resources, Hedge End **01/09/07–Present**

Main areas of experience:

- HR management responsibility for the ladieswear, beauty, lingerie, store/staff services, facilities and through the night in-store management teams
- Organisation of recruitment events to achieve targets within the staffing budget
- Training of management teams in policy, performance coaching, attendance policy and others
- Training of the Business Involvement Group (staff nominated consultative group)
- Responsibility for work placement trainees to include the development of their training plan

- Use of Peoplesoft/PeopleConnect, PIMS and other software packages. Have often facilitated self-produced training sessions in these topics for Marks and area HR team in their use
- Computer literate and able to use Microsoft Word, Excel, PowerPoint and Access confidently

Recruitment, Training & HR Advisor, West Quay, Southampton 31/06/05–31/08/06

Main areas of experience:

- Training of new staff in HR functions
- Creation of corporate email training packs at Head Office
- Facilitation of store staff performance coaching sessions

Trainee HR Manager, Hedge End area (temp contract) 01/06/02–30/07/02

Main areas of experience:

- All Store Advisor recruitment and induction training
- Training of area HR team
- Creation and implementation of a training database for the Hedge End area
- Creation and facilitation of corporate training courses including Mothers day and Valentines Day training

Other work experience

New Look Gosport, Hampshire	Sales Advisor	07/99–06/01
The Gypsy Queen Gosport, Hampshire	Barmaid	06/98–06/99
River Island Clothing Co Fareham, Hampshire	Sales Advisor	05/97–06/98

Interests and hobbies

- Organised a charity disco for over one hundred, 6–11 year olds, in aid of the Royal National Institute for the Blind (RNIB). This involved raising funds to hire a DJ and hall, calling and writing to local businesses for raffle donations, arranging a tuck shop, selling tickets and organising enough staff to supervise the event.
- Enjoy swimming and going to the gym. Very creative and like reading Victorian authors and writing novels, painting and making greeting cards.

Additional information

Course Representative at University, involved with enrolling and welcoming new students. This included making group presentations and leading seminars on student services and university options.

Employer references

John James
Area Recruitment Manager,
Marks & Spencer,
Telephone: 023 9211117
(Please call for details of store
address for postal correspondence)

Manesh Patel
Store Services Manager,
Marks & Spencer,
Southampton, Hants, SO23 4RG.
Telephone: 023 92223458