

Model CV

Janet Smith

Date of birth: 11 March 1983
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Profile A highly motivated graduate with practical work experience in sales and marketing. Good organisational and planning skills. Self-motivated person possessing good communication skills with the ability to work as part of a team.

Education

2001- 2005 London University Bachelor of Business Administration /
Marketing major
1994 –2001 Queen Victoria’s Secondary School, Edinburgh

Work Experience

2005 – present Assistant Marketing Manager with sports chain *Highland Sports*, Edinburgh. My work involves test marketing, target marketing and brand management for sports equipment.

2004 Jul – Sept Internship, Marketing Department, *Sport and Leisure Centre*, Edinburgh.

2003 Jul – Sept Sales Assistant, *Sport's for You* store, Maidstone, Kent

Skills

Excellent knowledge of Microsoft Office, Excel and PowerPoint and general office equipment. Fluent German and a good working knowledge of French

Interests

Hockey (in a local club) swimming and tennis.
Secretary of the local organisation *Action* that organises sports activities for teenagers from deprived backgrounds.

References:

Prof. James Hall
Department of Marketing
London University
Northampton Square
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Mr. David Earle
CEO Sports and Leisure
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Ms Jane Harris
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