

[Skills CV]

Adam Smith

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PERSONAL PROFILE

An enthusiastic and focused graduate with experience of events management and public speaking seeks employment in central government.

EDUCATION

2009 – 2010 **Northumberland University**
Graduate Diploma in Law - Commendation

2006 – 2009 **Northumberland University**
History BA (Hons) 2.1 Classification

2002 – 2009 **St Andrew's Grammar School and Sixth Form College**
A Levels: History (A) Mathematics (A) Physics (B)
AS-Level History (A), Mathematics (B) Economics (B)
GCSE: History (A*) Mathematics (A*) Double Award Science (AA) Geography (A)
English Language (B) English Literature (C) Religious Education (C)

RELEVANT SKILLS

Communication

- As a volunteer advocate with the Citizen Advocacy Scheme I communicate with vulnerable adults with learning difficulties and liaise with relevant service groups on their behalf
- In my role of Team Leader I held regular team meetings and communicate targets and objectives
- I prepared monthly reports for the Student Law Society Executive

Presentation Skills

- Delivered presentation to 6th form students on legalities of downloading from the internet as part of a Streetlaw programme. Feedback from the audience was positive and my group was invited to deliver subsequent presentations to other year groups

Organisation

- Organised various social events for members of the Student Law Society. Involved liaising with venues, negotiating student discounts and promoting the events
- Experienced at managing my time in order to meet targets and deadlines

Problem Solving and Decision Making

- In my role as Team Leader and Social Secretary I often dealt with customer complaints. I have developed excellent levels of customer care and am flexible in devising ways of resolving complaints

Leadership

- Led a team of 6 students in managing and organising a Streetlaw presentation to secondary school children. Involved setting deadlines and delegating tasks
- Awarded Duke of Edinburgh Gold Award which demonstrates leadership and motivation

Team work

- I worked closely with the Student Law Society Executive to ensure continued growth and success of the group. Under the current Executive student membership has increased by 10%
- Member of successful 5 - A - Side football team which has worked together to consistently achieve top table finishes

Commercial Awareness

- Experienced sales and retail assistant in large national businesses
- Skilled at marketing and implementing business strategies through my part time employment and participation in Young Enterprise

WORK EXPERIENCE

2009 – Present

Citizen Advocacy Scheme

Volunteer Advocate

Advocate for vulnerable adults in my local community. Assist clients in making complaints and advise them of their rights.

2007-2008

Vodafone

Sales Adviser/Team Leader (Part Time)

Team Leader of unit within outbound sales team. Required to deal with customer complaints and motivate the team to meet clear objectives and targets. Responsible for training new members of staff.

2006 – 2007

Wetherspoons

Bar Staff (Part Time)

Ensured customer orders were taken accurately, cash handling responsibilities. Worked well under pressure in busy city centre bar.

ACHIEVEMENTS & INTERESTS

- Student Law Society – Social Secretary
- Young Enterprise Regional Finalists
- Duke of Edinburgh Gold Award
- Football – Member of 5-A-Side team which has achieved a top 5 place 3 years running
- Travel – particularly Australia and the Far East
- Music – Indie rock and metal

REFERENCES

Academic

Dr John Jones
Northumberland University
School of Law
Newcastle upon Tyne
NE8 1ST

Employer

Ms Susan Brown
Vodafone
Newcastle Road
Newcastle upon Tyne
NE1 3BQ