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Jessica Bloggs

Street Address, City, State, Zip Code Phone Number, Email address

Summary

A brief introduction to you, what you are looking for and some of your key achievements.

Work Experience

Company Name, Dates of Employment

· Job Title, responsibilities, key achievements

Company Name, Dates of Employment

· Job Title, responsibilities, key achievements

Company Name, Dates of Employment

· Job Title, responsibilities, key achievements

Education

- University, location date from date to
 - o Qualifications achieved
- College, location date from date to
 - o Qualifications achieved

Skills

- Skill competency
- · E.g. PHP expert
- . E.g. HTML intermediate

References

2004 - 2007

Outline

· References are available on request.

Providing personal assistance and operational support to general manager in running of hotel Screening and handling guest complaints; ensuring they are dealt with professionally Greeting guests and managing all staff reservation requests in UK and globally Sourcing display jewellery for reception cabinets and arranging customer sales Chairing weekly update meetings with all head of departments 2002 - 2004 Company PA to General Manager Outline Providing assistance and in the launch of new build hotel from construction through to operations Liaising with builders, suppliers and contractors during construction Recruiting new hotel staff including advertising, screening and interviewing Providing ad hoc assistance to general manager and covering during absence . Handling queries via email, post and telephone Meeting guests and composing outgoing letters Liaising with authorities to obtain licences etc. Company PA to General Manager 2000 - 2002 Supporting a busy general manager in a high pressure environment with responsibility for recruitment, letter typing, communications, diary management, travel arrangements and ad hoc duties 1985 - 2000 Company PA to Company Secretary Outline Supporting 8 members of change team; sorting mail, diary management, travel arrangement, visitor hospitality, transcription typing, budget management and team liaison 1980 - 1985 Company - Invoice Typist 5 Education & Qualifications BTEC Business Studies/Secretarial Diploma Travel & Tourism COTAC Level I & II, ABC Fares & Ticketing – College Advanced Legal Word Processing (Merit), Advanced Administration in the Legal Environment (Distinction), Advanced Communication Skills in the Legal Environment (Distinction) -Institute of Exec > 6 GCSE's including English & Maths References Available on Request

Company Assistant Manager

Supporting construction, launch and operational management of brand new hotel;

John J. Jobseeker

123 Success Ave, New York, NY 10017 Phone: (212) 555-1212 E-mail: john@yahoo.com

Objective:

Energetic Marketing Manager with expertise in research and communication through education, and experience, seeks a similar role to produce immediate growth contribution to a rewarding company.

Page 2

Marketing professional offering extensive and successful experience promoting multiple product lines throughout the Northeast. Emphasis on competitive analysis, brand management and project team leadership. Resourceful researcher with a proven track record in the development of profitable marketing campaigns and strategies.

Professional Experience:

ABC Company, Inc. (2005 - Present) Marketing Manager (2009 - Present)

- Manage budget and business growth by seeking potential markets and advertising outlets . Contributed to a 33% increase in monthly sales, surpassing the breakeven point for the first time in distribution center's 2.5 year history
- Increased one product line's market share by 25% within six months after devising a trade-in and discount campaign that targeted a major competitor's interchangeable parts
- Researched the marketplace for new and rewarding sales opportunities and market niches Launched and tracked successful sales and marketing initiatives for new products
- Collected campaign and project status updates from departments for weekly meetings
- · Processed administrative requests from analysts and managers Handled customer-related issues and shadowed Head Analyst

Specialty Company, Inc. (2002 - 2005) Assistant Product Manager

Westport, CT

· Created descriptions for new products and updated on company's website · Researched competitors pricing, packaging and marketing strategies

- · Ran and submitted daily reports that monitored statistics and trends · Created new order submission system to establish a smoother order submission process
- Education:

Norwalk Community College / AA in Marketing (2003 - 2005)

Norwalk, CT

Microsoft Office Suite (Word, Excel, PowerPoint, FrontPage, Outlook), Photoshop, SAP and Internet Research - Fluent in Spanish, Portuguese, Italian and English

10 Strutt Stovet Walnut WISS RFE harirpijostolichistjels.com

Anisah Harley

Profile

I am a confident and driven individual who takes gride in all tasks that are given to me. I have a great deal of experience working in retail and this has enabled me to build on my customer care skills. Working in a pharmacy I was able to adular customers on their needs to give a personal service to each and every customer.

Skills

Caring and committed to the welfare of others . Strong Communicator (English, Punjabi, Urdu) - Organized and diligent . Punctual . Networking

Work Experience

Yillage Street Pharmacy, Derby

Jul 2004 - Oct 2009

My disting an Pharmaciet Assistant included serving customers, advising customers on the correct healthcare products based on their need, placing orders for medicines with suppliers, answering the telephone, meeting with and negotiating with product reps, stock taking and auditing of medicines, checking product end dates and also exaisting with the needle exchange programme. I also had to show new staff the nature of the role and responsibilities. Further to this it was central to my rule to keep the premises clean and presentable.

Other Experience

St James CE Infant School, Derby

This is a placement for my NV2 in Childcare. Lassisted with reading, play, anack times and other general care of the children such as supervising during assembly.

Ultimate Sees. Derby

This was a work experience placement. Working as a receptionist meeting and greeting customers, answering the telephone and also assisting quatureers to complete initial assessment paperwork, stocking shelves and also inputting of client records note the database.

Village Infant School, Derby

This was a placement for my NVQ level 2 childrare course that I undertook during school. My role here was assisting the teacher to help the children to choose buoks, tidying and supporting the children throughout the day, including supervision during school trips.

Education and Training History

CHERNAL NFQ Level 3 Childrans and Education Normanton Learning Centre, Derby 2005-2006 NYO Level 2 childrens and Education, Age Concern, Derby.

2004-2005 Health & Secial Care, Wilmorns, College, Derby.

GCSEs Berby Moor Community School: English - Matte - Science - Child Development -Final Technology - RE - Undu



A PROFILE

 Write a short brief introduction of just a few paragraphs explaining exact who you are, your strengths and also why you feel you are a suitable candidate. Here is a good example; "A champion of best practise who is

1999-2004

ised, customer-focused, and also has the required skills needed to make every customer feel special. CAREER

Company name JOB TITLE

Company name JOB TITLE In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief

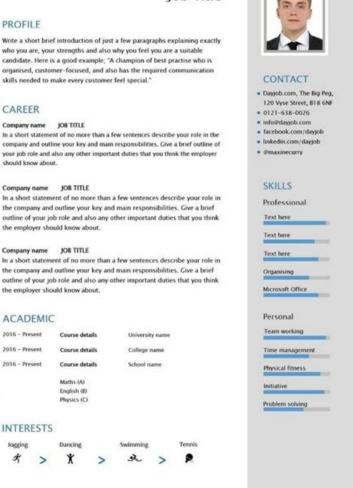
Company name JOS TITLE In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief

outline of your job role and also any other important duties that you think the employer should know about. **ACADEMIC**

2016 – Present Course details

X INTERESTS





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If you've any doubts, save your CV as a plain-text file and check the results. Just be sure to change the section headings to use the correct UK CV format. Download it for free here. A good template can only get you so far. It makes good use of bold icons on a dusty pink background and has an attractive infographic skills section. The light blue tones are subtle and calming and you'll notice some unique formatting in the work experience and education sections. Download this free CV template here. 9. Eggy Goodness Who doesn't like a good fry up? This modern CV template uses a range of green shades and a great CV layout to include all of the information a recruiter needs. This free CV template uses a range of green shades and a great CV layout to include all of the information a recruiter needs. This free CV template uses a range of green shades and a great CV layout to include all of the information are cruiter needs. another free CV template from Google's own gallery. Definitely one for creative careers only. Making longer sections or trying to make any significant changes will often throw everything out of sync and create a complete mess. Bear these in mind when writing your CV in Word. Best left for jobs in creative industries, though. But they come with advantages and disadvantages too, so let's take a look. Free Google Docs CV Template ProsSimple and easy to edit. Don't need access to Microsoft Office, just a free Google Docs CV Template ProsSimple and easy to edit. Don't need access to Microsoft Office, just a free Google Docs CV Template ProsSimple and easy to edit. Don't need access to Microsoft Office, just a free Google Docs CV Template ProsSimple and easy to edit. Don't need access to Microsoft Office, just a free Google Docs CV Template ProsSimple and easy to edit. Don't need access to Microsoft Office, just a free Google Docs CV Template ProsSimple and easy to edit. 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Though it wouldn't be the best choice for more conservative job sectors, and it would be difficult to render well on paper. It's a fun example of what you can achieve with a little imagination. Then take a look at our selection. Then go to the Google Docs home page and click on "template gallery" in the upper right-hand corner. Get the answer here: How Long Should a CV be? Fiery red and lemon yellow combine in a two-column format to create a free CV template that almost leaps off the screen. Marvellous Mind MapOur last free CV templates is a truly quirky and creative example. With the same stuff. Free CV templates for WordIn the search for free CV templates in the MS Office collection feature a section for your photo. It would also look great printed on high-quality CV paper. It's eye-catching without being obnoxiously bright and the header is attractively laid out with a powerful focus on the applicant's name. Download this free CV template here. 8. 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It brings to mind a corporate logo and achieves an admirable balance of content and white space. Use this template for free here. 2. Eye-Popping ColourThis example is worthy of inclusion purely because of its sheer eye-popping vibrance. Sure, they're easy to access but they can be really frustrating to work with. Here's why vou'll love it. There's no problems with your CV layout. There's a bonus too. These are the only five CV templates in Google's own gallery and good examples from third parties are hard to come by. Thankfully there are other choices in your hunt for the best free CV template from third parties from third parties for Word and Google Docs aren't perfect. Creative by MOOHere's a free creative CV template that was made in partnership with digital print and design company MOO. It makes great use of white space and section separation for ease of reading and would be a good choice for pretty much any job or career. Want to know how long a CV should be? It's a very clean, conservative look that would be a great choice for a job application for traditional corporate roles. Modern WriterThere are only a few free CV templates in the Google Docs gallery, but they're all notable for their simplicity and eyeball-friendly layout. See 20+ CV templates and create your CV here. One of our users, Nikos, had this to say: [I used] a nice template I found on Zety. The colours are bright and eye-catching, but the judicious use of fonts and geometric shapes help to keep it looking professional. Best Page Length 4. The unconventional layout won't convince conventionally-minded recruiters. Hit me up in the comments section and let's get the discussion started. The monogrammed initials make for a high-end touch and give it a bespoke finish. Use this template for free here. 5. Black and PinkOur last Canva CV template shows you don't always need bright colours to make an impact. Try our CV builder. Spell check? This free downloadable CV for Word looks fresh, but keeps it professional. If there's missing info, incorrectly rendered characters or your section order is scrambled then it's failed the ATS readability test. Our last set of free CV templates comes from a few sources. Bump it up to 11-12 point so you're not squinting like grandad when he's forgotten his glasses. 5. CoralThe last of our free CV templates from the Google Docs gallery is Coral. Like all of Google's own CV templates it comes with a matching template you can use to write a cover letter. 2. Check. That market dominance and its easy to access collection of these catch your eye then you can explore the full range of their repository here. If you already have a Google account, then you're ready to go, if not then it's easy to set one up. Ready? It'd be a great choice for a graduate CV where your education section should go first. SwissOur third free CV template from the Google gallery is the enigmatically named Swiss. Read more: Skills Based CV Format [Complete Guide] 5. Once again, they've got their strengths and weaknesses. Canva CV Template ProsCanva's in-app editing is fast, simple and intuitive. You can download your CV in PDF format to preserve the layout. Canva CV Template ProsCanva's in-app editing is fast, simple and intuitive. You can download your CV in PDF format to preserve the layout. Canva CV Template ProsCanva's in-app editing is fast, simple and intuitive. You can download your CV in PDF format to preserve the layout. Canva CV Template ProsCanva's in-app editing is fast, simple and intuitive. You can download your CV in PDF format to preserve the layout. Canva CV Template ProsCanva's in-app editing is fast, simple and intuitive. You can download your CV in PDF format to preserve the layout. Canva CV Template ProsCanva's in-app editing is fast, simple and intuitive. You can download your CV in PDF format to preserve the layout. 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