

RESUME

PERSONAL DETAILS

Name: **John Smith**
(If you have an uncommon name or it is not clearly male or female please specify, eg. Lee Smith (Mr))

Address: 14 Casselden Street
South Melbourne Vic 3141

Telephone: **Home:** 9876 5421 **Mobile:** 014 765 890

Email: john.smith@hotmail.com

CAREER OBJECTIVE: (Optional)

Building on my studies in finance and capital markets to develop a career as an investment portfolio manager with an international bank.

EDUCATION

Tertiary

2002 - Present **Bachelor of Business (Economics and Finance)**
LaTrobe University
(Statement of results attached)
** Highlight relevant subjects*

Secondary

2001 **Completed VCE* – TER Score: 94.5**
Melbourne High School
**or equivalent Year 12 qualification*

Achievements **(This could include sporting and academic)**

Year List any *relevant* secondary or tertiary awards you received and the year you received the award. Alternatively highlight good results e.g. Distinction for (course name)

PROFESSIONAL MEMBERSHIP OR ASSOCIATIONS

Year Student member, Australian Investors Association

EMPLOYMENT HISTORY

Dec 2002 - Present **Bank Teller (part time)**
National Australia Bank

Duties include:

- Receiving transactions
- Responding to customer queries
- Cash handling
- Data entry
- Cash and cheque reconciliation

Skills learnt (Alternatively, you could also list achievements in this section)

Developed effective communication skills through advising customers about bank products and services. Capacity to prioritise tasks and work under pressure in a team environment.

Dec. 1999 – Nov. 2002 **Customer Service (Part time)**
Roger David (Menswear fashion)

Duties included:

- * Managing the shop
- * Maintaining computerised stock control register
- * Assisting customers in clothing selection
- * Advising customers on availability of items
- * Organising shop displays

Skills Learnt

Discovered the importance of quality customer service. Acquired excellent leadership skills through delegating duties to staff and keeping them motivated. Developed high level organisational skills through controlling stock and arranging shop displays.

ADDITIONAL SKILLS

Computer Skills

- Confident user of MS Word, Excel, Lotus 123, Powerpoint and Access. These applications have been constantly used throughout my studies.
- Developed a website for using macromedia dreamweaver
- Involved in a computer simulation for (subject name) which involved

ADDITIONAL SKILLS

Investment Analysis

- Conducted a major project for my degree "Maximising National and International Returns for Australian Investors". Developed a comprehensive understanding of financial markets, costs and tax implications for Australian Investors.
- Achieved a distinction for (list relevant investment subjects)
- Regularly read (list investment publications)

Communication/Interpersonal

- Over 2 years experience in a customer service role. Understand the importance of quality customer service and confident in handling customer complaints.
- Delivered over 15 presentations at University to groups of between 20 and 100 students covering topics from "Financial...." . to ".....".
- Student representative at Uni Open Day; communicated with parents, prospective students re

INTERESTS AND ACTIVITIES

2002 – Present **Committee Member, LaTrobe Annual Ball**
 As Publicity Officer, designed and coordinated promotion and ticket sales. Achieved 47% increase in sales over the period.

2002 - 2003 **Member and Expedition Leader, Cross Country Ski Club.** Regularly participated in wilderness expeditions and led cross country skiing and snow camping tours during winter.

2000 - 2003 **Member of Roseroy Basketball Club.**
 Participated in under 18 and Senior competition. Member of championship team in 2001.

REFEREES:

Where possible include professional referees; only if necessary include an academic referee. Do not use personal referees. You should try to obtain 3 referees in total.

Name	Name
Position	Position
Company	Company
Telephone Number	Telephone Number
Email Address	Email Address

ATTACH A COPY OF YOUR TRANSCRIPT OF RESULTS

