**Combination CV Sample**

**PETER SMITH**Address

Email

Tel.No

**SUMMARY**

Dependable **General Office Worker** with more than 10 years of transferable experience.  Proven clerical, customer service, and communication skills in a variety of settings.  Upbeat, positive attitude with a history of producing quality results and satisfied customers.  Computer literate.

**SELECTED SKILLS**

**General Office**

* Organized and implemented group activities in an efficient manner
* Scheduled appointments and assured timely arrival
* Maintained accurate financial records, and paid all invoices on time
* Answered phones and took accurate messages
* Prepared reports and created documents using MS Word and WordPerfect
* Located desired information using the Internet

**Customer Service**

* Welcomed customers and visitors in a friendly and courteous manner
* Provided customers/clients with desired information in a timely manner
* Listened, calmed, and assisted customers with concerns
* Established friendly and lasting relationships

**Communication**

* Utilized Internet email as an effective communication tool
* Answered phones in a courteous and professional manner
* Established rapport with diverse individuals and groups
* Demonstrated ability to express ideas in a team environment and influence action

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| **Professional Experience:** |

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| **The Store, Birmingham, UK** | **2005 - present** |

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| Sales Manager   * Responsible for team of 10 staff. * Duties included buying stock, promoting lines, organising sales and promotions, dealing with customers and cashing up daily takings. |

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| **The Mall, Liverpool, UK** | **2001 - 2005** |

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| Assistant Manager   * Involved in purchasing new lines and stock. * Handled cash and credit purchasing transactions. * In charge of store when manager absent taking on full responsibilities. * Dealing with customers, helping with purchases and finding solutions for complaints. |

**RELATED VOLUNTEER EXPERIENCE**

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| General Office Volunteer | Salvation Army –, AZ | 1999-2001 |
| Elected Secretary | Parent Teachers Association , AZ | 2001-1997 |
| Event Coordinator | Neighborhood Involvement Program – | 3 Years |

**EDUCATION**

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| 2010- 2011  1992 – 1994 | **International Hellenic University, Thessaloniki ,Greece**  MSc in Management  Dissertation Thesis: “………………….”  **Anytown College, Thessaloniki, Greece**  **Bachelor in Economics** |

**REFERENCES**

Available upon request