**Example of a Skills Based CV**

**Hillary Thomas**

**Address**

**Email: Tel**

**Date of birth: Nationality:**

A recent Social Science graduate with strong analytical skills and creativity from academic study combined with a practical understanding of marketing in the work place. Proven customer care, organisational and time management skills from other employment in retail and housing. Able to contribute effectively to a team framework. Currently seeking to develop a long term career in a marketing environment.

**SKILLS PROFILE**

**Communication**

• Presentation skills - gained through participation in course seminars and presentation of a project to senior managers during employment with a marketing company.

• Interviewing skills – interviewing pension managers for my final year project demonstrated the ability to gain relevant information in a professional environment.

• Sales Skills - working in a busy sports shop required both product knowledge and an ability to assess and meet customer needs. This also involved dealing with complaints and enquiries calmly and professionally.

**Teamwork**

• Co-operative project work during academic career required tact, assertiveness and a sense of humour to achieve a successful outcome.

• Participation in the Departmental Council required an ability to get on with people at all levels to achieve concrete changes in departmental practice.

**Creativity**

• An A Level Graphic Design course developed my skills in visual presentation.

• Final year project required presentation of research in an attractive, interesting format.

• Contributed to the preparation of marketing briefs for clients using Desk Top Publishing.

**Computing**

• Word processing. Experience in producing reports and correspondence to a professional standard using Word for Windows.

• Spreadsheets - experience of Lotus 123 and Excel for maintaining client databases.

• Desk Top Publishing - familiar with Apple Mac DTP.

**Languages**

• Conversational French and Spanish

**EDUCATION**

**2002-2005 University of ABC**

BA (Hons) Sociology and Communications 2i

**Main subjects included:** social policy, sociology of the environment, sociology of communications, media & information, video production.

**Final year project: *Strategies used to market new products in the Pensions Industry***. Produced a strategy by designing a questionnaire, conducting interviews with Pensions Managers and analysing the results to devise concrete proposals; spent a week working in the marketing department of a large Financial Consultancy.

**2000-2002 BCU School**

A Levels: English (B), History (D), Graphic Design (D)

GCSE: Eight GCSEs including English and Mathematics

**PROFESSIONAL EXPERIENCE**

**July – Sept. 2004 KLM Marketing Consultants**

**Administration Assistant**

This summer placement enabled me to gain experience of working in a marketing environment and develop my understanding of the role of marketing in commercial organisations. I was able to participate in a strategy meeting for a new client from which one of my ideas was taken forward.

**July & Aug. 2003 B&A Housing Department**

**Housing Assistant**

As an assistant to the Housing Manager, I developed my administrative and organisational skills through processing housing documents and courteously answering telephone queries.

**RETAIL EXPERIENCE**

Working part-time as a sales assistant in a local sports shop in term time shows my time management skills and my ability to dealing with a wide range of people effectively, including customers and manufacturers' representatives.

**INTERESTS**

While at University I was elected representative to the Departmental Council which dealt with course related issues. This position required tact in representing students' views and a willingness to listen and compromise when appropriate.

I play squash and netball and was a member of the University netball team.

I enjoy listening to music and going to the theatre and concerts.

**REFERENCES**

Available upon request