

## Forename Surname

Email address | Mobile Number | LinkedIn

Final year BSc Management student at The University of Manchester with a solid foundation in business principles, operational activities and management strategies. Seeking an opportunity to apply knowledge and skills to a graduate management consultancy role.

### Education

**XXXX – Present**                      **The University of Manchester**                      BSc Management

- Developed a comprehensive understanding of management practices and theories through lectures, participative tutorials, and independent readings. Knowledge was practically applied through realistic case-oriented assignments, receiving a First-Class grade in first two years of study.
- Demonstrated qualitative skills in financial analysis, accounting and economic course units. Continuously practiced calculations to ensure a comprehensive understanding to reach the correct results consistently.
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- Managed competing deadlines throughout studies, prioritised workloads accordingly using calendaring tools, this fostered an environment that allowed for consistent, high-quality work.
- Enhanced interpersonal, teamwork and leadership abilities through group assignments and presentations. The unit 'Managing Projects' involved a group project with 6 peers. Volunteered to lead this group to create and deliver a presentation to academics and other students. This project received a First-Class grade.

**XXXX – XXXX**                      **XYZ College**

- **A-Levels:** Business Studies (A), Mathematics (A), Economics (A)

**XXXX – XXXX**                      **ABC School**

- **GCSEs:** 10 A\*-B including English Literature (8), Mathematics (7), Business Studies (8)

### Relevant Experience

**Jun – Aug XXXX**                      **Business Engagement Intern** The University of Manchester (SEI Programme)

- Assisted business engagement team in developing and implementing engagement strategies to strengthen university-business relationships. Utilised time management and organisational skills through supporting on a wide range of tasks.

- Conducted market research to identify potential business partners and collaboration opportunities.
- Supported the planning and execution of business events to develop relationships with local organisations. Responsible for negotiating venue location contributing to increased participation and engagement.
- Developed communication materials, including presentations and reports, to effectively convey key information to stakeholders during business meetings.

## **Positions of Responsibility**

**XXXX – Present      Treasury Officer** Hockey Society, The University of Manchester

- Campaigned and was successfully voted to become the Hockey Societies treasury officer facing 5 other candidates. Produced plans and propositions for the society's financial future, which were voted as favoured by members.
- Managed the society's finances using Microsoft Excel, including budgeting, expense tracking, and financial reporting, ensuring transparency and accountability for members.
- Organised fundraising events and secured sponsorships with brands and event spaces. Met with potential sponsors and venue holders to communicate the benefits of a collaboration, increasing the society's budget by 10%.
- Showcased decision making skills and ability to prioritise where expenditure was being focused. Ensured that a balance was struck between giving society members a great experience, yet still ensuring to not overspend.

## **Additional Work Experience**

**XXXX – XXXX      Retail Assistant Supervisor** ABC Retail Store, Manchester

- Provided excellent customer service, assisting customers with product selection and queries. Received 9 specific mentions from customers in online feedback forms by tailoring service to their specific needs.
- Developed commercial acumen by attending meetings with store management to discuss targets, the implementation of new operational methods and strategies.

## **Additional Skills**

- **IT:** Proficient in Microsoft Office (Word, Excel, PowerPoint). Practiced and developed these skills consistently to complete assignments and exams to a high standard during studies.

**References available upon request**