



Example Undergraduate CV

Fred Rait

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Personal Profile

Psychology and Economics student with a strong interest in retail management. Two years practical experience of the retail industry. Strong communication and organisational skills developed through a range of extra-curricular activities.

Key Skills

- **Customer Service:** excellent ability to understand customers' needs and deliver service beyond their expectations, developed through two years part-time work with the Co-operative.
- **Commercial awareness:** broad understanding of marketing strategies, consumer behaviour and economic policies gained during the completion of an economics group project on consumer spending power.
- **Communication:** excellent communication and interpersonal skills, as demonstrated by role as Secretary of the University Psychology Society and captaincy of a 5-a-side football team.
- **Leadership:** recognised for my leadership abilities at The Co-operative, where I assumed a key role in training new staff members, showcasing my capacity to guide others and take on responsibility.

Education

2020 - 2024

University of Dundee

MA (Hons) Psychology and Economics (currently a 2nd year student)

Modules have included:

- **Economics:** Foundations of Economic Analysis, Macro Economics and Economic Statistics.
- **Psychology:** Cognitive Psychology, Visual Perception, Statistical Analysis for Psychologists.

2014 - 2020

Gowrie High School, Perth

- **2019** **Advanced Higher:** Economics B
- **2018** **Highers:** Biology B, English B, Geography, B, Mathematics C
- **2017** **8 National 5s** including French and Physics

Work Experience

Sept. 2020 - Present

Sales Assistant, The Co-Operative, Dundee

- Developed excellent customer service skills and achieved *Customers First Award: Excellent*.
- Confident in handling cash and giving correct change, dealing with customer complaints, and processing stock deliveries.
- Key achievement in this role has been to gain responsibility for helping to train new members of staff. Over the Christmas period last year this involved training 5 new members of staff on how to operate the cash register, how to greet and assist customers correctly and how to handle any customer complaints.

Summer 2020

Clerical Assistant, Finance Department, Dundee City Council,

- Strong administrative and communication skills to efficiently process 'small claims' expenses for staff and answer queries from staff over the telephone.
- Excellent IT skills; used MS Access database to log all 'small claim' expense forms. Produced letters in MS Word and email and used Mail Merge to correspond with staff.
- Basic understanding of financial processes such as expenses and payroll.

Skills and Achievements

- As Secretary of the University Psychology Society, responsible for arranging a successful programme of educational and social activities. This involves liaising with other committee members and communicating with the whole society via email and social networks.
- Languages; currently studying French modules at university
- Full, current driving licence.

Interests and Activities

- Football - played competitively for many years and am currently the captain of a 5-a-side team which competes in the Dundee Amateurs League. As captain I have responsibility for motivating my team, encouraging teamwork and using my communication skills to give directions on the pitch.
- Travel - I have travelled independently throughout Europe. This has taught me resilience and the ability to budget and plan ahead.

Referees

Available on request

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