

JAMESSIMMONS

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PERSONAL PROFILE

A Business and Management student with strong organisational ability; skilled at working closely with others in a team environment and with a flexible approach to work. Currently looking for a part-time role in retail or a customer services environment.

EDUCATION AND QUALIFICATIONS

2018 – 2021 **University of Bradford**
 BSc (Hons) Business and Management Studies

2012 – 2018 **Bingley High School**
A Levels: Mathematics (C) Business Studies (B) and English (C)
GCSEs: 9 subjects A-D, including Mathematics and English

RELEVANT SKILLS

Communication

- Experience of liaising with younger students and teachers in my role as a Mentor at Bingley High School. Found different ways of explaining things to help Year 9 students with their maths homework.
- Presented project work both individually and as part of a team during my Business Studies A-level. This involved preparing PowerPoint slides, delivering a presentation to a varied audience and producing a written report.

Teamwork

- Play football, helping and supporting the team to do their best by encouraging others even when we are not playing well. Regularly attend training sessions help with coaching the junior team.
- Worked with a team of four students to produce a business plan for an assessed project. I arranged some social events for the team to help us get to know each other; knowing each other's strengths helped us work better as a team and achieve a good grade for our project.

Responsibility

- Several of the neighbours on our street at home regularly arrange for me to house-sit when they are away, as they trust me to ensure the security and maintenance of their properties.

ADDITIONAL ACHIEVEMENTS

2016 – 2017 Captain of Bingley High School Football Team.

July 2016 Grade 4 Award for guitar.

LEISURE INTERESTS

- Enjoy playing and watching football, playing the guitar and swimming.
- Other interests include keeping up-to-date with current affairs and watching business programmes on TV.

REFEREES

References are available upon request