

CURRICULUM VITAE 1

PERSONAL DATA	
Name :	José ROBELOT Address : 24 Enclos de Terreville, BP: 97233 Schoelcher, MARTINIQUE. Tel: (0161) 999 1234 Date of Birth: 18 October 1984 Marital Status: single Phone: 00 Country-number 333 111 222 Email: ibbisbleu@gmail.com
PROFILE	
A student in catering and hospitality who is keen to find a position as a Trainee. Reliable, trustworthy and meticulous. Able to work on own initiative or as part of a team.	
EDUCATION	
2010-2011 :Secondary School at Lamentin, Martinique 2011-2012: A-Level at Lycée Nord Caraïbe of Bellefontaine, Martinique 2012-today: BTEC Higher National Diploma Supposed to graduate in 2015	
WORK PRACTICE	
2009-2010 Travel Agency Roger Albert Sales assistant <i>(communication and giving information to customers, making contracts, communication with foreigner partners, office work)</i> Since 2010 Summer jobs and short-term jobs (manual work)	
COMPUTER SKILLS	
Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access).	
LANGUAGES	
French, Creole (Native) English (Intermediate) Spanish (Intermediate)	
ADDITIONAL INFORMATION	
Driving Licence	
HOBBIES	
Culture, Architecture, Reading, Painting, Sport	

CURRICULUM VITAE 2

Christopher Jones

24 Mansfield Drive, Cheadle,
Cheshire, SK8 3RJ.
Tel: (0161) 999 1234
chrisj@email.com

PROFILE:

A Mathematics student who is keen to find a position as a Trainee Accountant. Reliable, trustworthy, numerate and meticulous. Worked for a firm of chartered accountants last Summer and gained a good understanding of what is required of an accountant. Able to work on own initiative or as part of a team and can deal with administrative duties competently.

EDUCATION:

2009 - 2012 **BSc (Hons) 2.1 (expected) in Mathematics at the University of Warwick.**

Subjects studied: Business Studies, Computer Studies, Calculus, Geometry & Topology and Catastrophe Theory.

2002 - 2009 Cheadle High School.

3 GCE A Levels: Mathematics [A], Economics [A], Chemistry [A].

6 GCSEs: Mathematics [A*], English Language [A*], Chemistry [A*], Economics [A*], Physics [A], Geography [A].

EXPERIENCE:

2010 - 2011 **JOHNSON & STEVENS**

Administrative Assistant

A vacation job working for a large firm of accountants. Responsibilities and achievements:

- Assisted the Senior Partner who was conducting audits on major companies in the area.
- Handled incoming telephone calls to the Senior Partner from other companies and members of the public.
- Organised and maintained the Senior Partner's filing system.
- Typed reports on an IBM Compatible PC using the WordPerfect word-processor.

- Devised a new filing system to maintain the files held by the department.
- Solved users PC problems including sorting out spreadsheets, explaining how to use complex features in word-processing packages.

2009 - 2010 **CHEADLE COMMUNITY CENTRE**

Co-ordinator

A vacation job at a community centre for the elderly. Responsibilities and achievements:

- Organised a local advertising drive that increased the number of elderly people coming to the centre by 20%.
- Organised games for people attending in the afternoons.
- Escorted some of the elderly people to and from the centre.

COMPUTER SKILLS:

Microsoft Windows 7 / XP / Vista, Microsoft Office (Word, Excel, PowerPoint, Access), programming (ASP, HTML, JavaScript).

ADDITIONAL INFORMATION:

Driving Licence: Full, clean.

INTERESTS / HOBBIES:

Interests at the University of Warwick included organising a charity quiz for RAG, which raised £5000. Badminton, cinema and theatre.

REFERENCES:

Professor William Jackson, Department of Mathematics, The University of Warwick, Coventry, CV4 7AL.