

# Classic Chronological CV Example

## PETER SMITH

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**OBJECTIVE:** Admissions Officer, Greening University

### PERSONAL STATEMENT

Strong administrative and organizational skills  
Experienced in problem-solving  
Work effectively both as a team member and independently  
Excellent communication and IT skills  
Enthusiastic and committed

### EDUCATION

2004 – 2008 **Blackwell University**

MSC Management – Merit

Dissertation Topic: “Potential Cultural Issues Faced by Higher Education Institutions Operating and Recruiting Across China”

BA Business Management 2:1

2002 – 2004 **Brentwood Academy**

4 ‘A’ levels – English, Maths, Business, Spanish

### EMPLOYMENT

2009 – present **Nonesuch University**

Examination Officer

Responsible for accurate coordination of exam preparation and compilation of results

Liaise with department heads on day-to-day exam related issues

Manage a team of three

Reported findings of annual survey to senior management

Successfully work to strict timelines

Organized and implemented new working procedures to streamline process

2008 – 2009 **Blackwell University**

International Student Liaison Officer

**Peter Smith**

Developed and introduced new client-centred team approach

Organized a series of events welcoming new international students

Liaised with ‘Buddy’ system organizer to facilitate international support

Customized database to suit unique departmental needs  
Maintained ongoing links with students and liaised with Student Services for wider support as needed.

## **SKILLS**

IT and computing:

Compiled and edited comprehensive monthly activity reports

Daily user of databases

Customized database to suit unique departmental needs

Microsoft Office – word, excel, access and power point

Dreamweaver web package

Languages: Fluent Spanish

Currently learning to speak Chinese

Qualifications: ECDL

TEFL

Health & Safety at Work Certificate

Driving License

## **ACHIEVEMENTS & INTERESTS**

Student Careers/Job Fair Assistant at Blackwell University: awarded prize for effort and innovative contribution to encouraging employers to take part

Volunteer in Costa Rica: 12-week placement in Montezuma working to renovate classrooms and work with children

Active volunteer for the British Heart Foundation: contribute to raising money through organizing fund-raising events

Member Chartered Management Institute (CMI)

## **REFEREES**

Mrs Diane Winterbourne

Registrar

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