



## Example CV for Masters Student

# Olivia Rait

[o.rait@dundee.ac.uk](mailto:o.rait@dundee.ac.uk)

07564 339800

LinkedIn: [linkedin.com/oliviaraiteexample1234](https://www.linkedin.com/oliviaraiteexample1234)

Flat 2a, The Wynd, Dundee, DD1 4SD

## Personal Profile

Masters student in Management and Marketing with a strong interest in marketing and consumer behaviour. Four years' practical experience in the retail industry together with strong communication and organisational skills developed through business projects and consultancy.

## Key Skills

- **Commercial awareness:** deep understanding of the effects of different marketing strategies on consumer behaviour gained during the completion of my final year dissertation.
- **Strong team working skills** developed through group based projects, such as the Business Challenge Week and Applied Consultancy Project
- **Communication:** excellent communication and interpersonal skills, as demonstrated by my roles as Secretary of the University Dance Society
- **Leadership:** as Captain of the Hockey team, guided the team to win the Scottish University Championships in 2017

## Education

**2022 - 2023**

**MSc Management and Marketing, University of Dundee**

### Modules included:

- Corporate Governance, Leadership and Decision Making, Digital Marketing, Brand Management and Strategy

### Business projects

- Business Challenge Week:
  - Worked closely in a team of six for one week, to find a solution to the question 'how to engage more Master's students in the Students' Association'.
  - Conducted interviews and focus groups and presented our findings in a poster presentation. Some of our ideas were adopted by the Students' Association
- Applied Consultancy Project:
  - Collaborated with a local business consultancy to produce a report about the impact of Dundee City Council's Sustainable Travel Plan

**2018 - 2022**

**BSc (Hons) Economics and Marketing 2:1, University of Dundee**

### Modules included:

- Macroeconomic Analysis, Global Economic Perspectives, Marketing Research project, Behavioural Economics
- **Dissertation:** *Marketing strategies and their effects on consumer behaviour: a comparison of independent retailer and chain-stores.* Gained practical experience of managing a project and liaising with business professionals. Developed in-depth understanding of consumer behaviour and marketing strategies.

<https://www.dundee.ac.uk/careers/>

## Work Experience

### **Jan 2020 - Present                      Purchasing Assistant, Tesco, Dundee**

- Taught myself how to use Purchase-Pro database to maintain stock and sales records demonstrating that I am quick to learn and IT literate. Involves a high level of accuracy and attention to detail as small mistakes could result in stock wastage.
- Greatest achievement in this role has been my ability to re-negotiate sales orders with a number of sales managers from our local suppliers. My communication skills and commercial knowledge helped to save money and avoided over-ordering.

### **Sept 2018 - Dec 2019                      Sales Assistant/Shift Manager, 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.
- Took on additional responsibilities of Shift Manager. This required me to help train new staff, draw up staff rotas, cash up and lock the store at closing.

### **Summer 2018                                  Clerical Assistant, HR Department, Dundee City Council, Dundee**

- 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.

## Volunteering

### **Sept 2019 - present                      Student Ambassador, University of Dundee**

- Giving campus tours at Open Days and promoting the University to prospective students.
- Delivered presentations about the University to groups of 50 students and parents.

### **Spring 2021                                  Global Masters Challenge**

- Reached the finals of this national business competition. In a team of five, ran a virtual solar panel company and contributed to all business and financial decisions.

## Interests and Activities

- Played hockey for 8 years, Captain of University of Dundee hockey team for 3 years.
- The Dundee Business Plus in recognition of my extra-curricular activities.
- Completed the Edinburgh Marathon in May 2017 and raised £651 for Cancer Research.

## Referees

Available on request

This is an example CV only. The content and format of your CV should highlight your own skills and experiences. For further information or to see a Careers Adviser, please come to a Quick Query or book an appointment on our CareersPortal at <https://dundee.targetconnect.net/>.

The information on this handout must not be copied, distributed or shared without permission from the University of Dundee Careers Service.

<https://www.dundee.ac.uk/careers/>