



# Part-time Work CV for Postgraduate Students

**Kiyomi Tanaka**

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## Personal Profile

Current University of Dundee Masters student with employment experience in retail and hospitality. Excellent communication skills and attention to detail, developed through previous employment in customer-facing roles. Seeking part-time employment in events operations to gain further insight into the hospitality sector.

## Skills

- **Organisational skills:** excellent ability to prioritise tasks, while maintaining efficient and friendly service in Café Assistant and Sales Assistant roles.
- **Communication:** confident communicator with strong interpersonal skills, as demonstrated by my Class Representative role and Student Society Social Media team membership.
- **Time Management:** successfully balancing my studies and violin practice to meet exam, performance and assessment deadlines.

## Work Experience

### June - September 2023

#### Sales Assistant, Kumi Department Store, Okinawa, Japan

- Worked in the Cosmetics team in a large department store, providing friendly and efficient customer service to approximately 100 customers per day.
- Prioritised daily tasks including handling payments, creating product displays, providing advice to customers and processing stock deliveries.
- After receiving Employee of the Month award, given additional responsibility of providing 1-1 training for a new member of staff.

### June - September 2022

#### Café Assistant, Tsukuru Coffee, Okinawa, Japan

- Gained communication and cultural awareness skills through dealing with customers (locals and tourists) from a variety of backgrounds.
- Improved numeracy skills through creating stock orders, operating tills and handling cash.

## Education

### 2023 - 2024

#### MSc International Marketing, University of Dundee

Modules include:

- Customer Experience Design
- Digital Marketing
- Marketing as Creative Practice
- International Marketing Strategy

**Projects:** International Marketing Project will be presented to year group and assessors in semester 2. Demonstrated adaptability, as project group roles had to be changed at short notice due to a group member changing course.

### **2019 - 2023**

#### **BSc Business & Management, The University of Okinawa, Japan**

Result equivalent to UK 2:1.

Modules included:

- Introduction to Economics
- Introduction to Marketing
- Foundations of Business Accounting
- Fundamentals of Finance

## **Volunteering**

### **2019 - 2021**

#### **Class Representative, The University of Okinawa, Japan**

- Elected as Class Representative for 2<sup>nd</sup> year Business & Management students.
- Effectively utilised negotiating and verbal communication skills during 2 staff-student liaison committee meetings per semester.
- Received excellent peer feedback and recommendation for re-election in 3<sup>rd</sup> year.

### **2019 - 2020**

#### **Social Media team member, The University of Okinawa Undergraduates Society**

- As part of a team, developed a social media strategy for the Society to promote membership and effectively advertise events and campaigns.
- Annual membership figures increased by 10%.
- Successfully met annual fundraising target, ahead of schedule.

## **Interests and Activities**

- Music: Member of orchestras throughout Upper Secondary School and University showing ability to perform under pressure. Demonstrated commitment through successful completion of Grades I-VIII ABRSM violin exams (achieving 5 Merits and 3 Distinctions).
- Languages: Fluent in Japanese and English. Learning British Sign Language at Beginner level through weekly classes at Dundee Sign Language Society (DSLSS).
- Fundraising & Community Engagement: Participating in regular DSLSS monthly outreach events has developed my interpersonal and teamworking skills. Working as part of the social media team in The University of Okinawa Undergraduates Society, reached annual fundraising target of £1,000 three months early.

## **Referees**

References are available on request.

This is an example CV only. The content and format of your CV should highlight your own skills and experiences. For more advice on creating your CV visit [www.dundee.ac.uk/careers](http://www.dundee.ac.uk/careers). To speak to a Careers Adviser about your CV please come to a Quick Query or book an appointment on our CareersPortal at <https://dundee.targetconnect.net/>.

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