

REFLECTIVE REPORT

Academic and Employability Skills

Student-

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Lecturer: Matthew Peake

BMSW4001

Introduction:

The goal of this reflective report is to examine and to analyse the studies I have developed during the Academic and Employability Skills lectures, and also the ones I have acquired while completing the in-class exercises and presentations.

The reason I started this course called Academic and Employability Skills has been intentionally to polish it up to my interpersonal skills and to become confident in my reading and writing skills in business language, I believe these are vital skills in order to communicate well in a job, running my own future business and in life.

In this reflective report, I will mention vital skills in which helped me to step up and see things differently and changing the way I pursue important matters, including my knowledge, self – awareness, transferrable skills and Gibbs Reflective Cycle.

This reflective report aims to analyse:

1. Time Management
2. Writing a cover letter
3. Reflective Writing
4. Presentation/ Public Speaking

Time Management:

Looking back at my life and reflecting, I came to find out that prioritising my academic work and my day by day tasks makes a huge difference when it comes to achieving goals and going well in my studies. Before discovering about time management, I had a particular idea about it. I followed up with my tasks making the use of bullet journals and alarm clocks in order to

achieve goals. However, most of the times, I would skip and give priority to what seemed to be a priority at the time, and it was a big mistake, as, in the end, I was always running out of time because life is so busy at times and I would forget the most critical tasks.

During my lectures in the last term, I discovered something very inspiring, called the SMART Objective and Pareto's principle.

Two different tactics that I now used to manage my time better.

These principles made me understand how specific, measurable, achievable, realistic and the timeframe I would execute a particular task.

Also, I came to understand about the 80 – 20 rule, which made me understand that I must prioritise the most important, complicated or challenging tasks at first, and this is my favourite one.

Understanding these principles, in the last term, I was more aware of what I had to do in order to complete my assignments, but I also was able to be gentle to myself and not try to do everything at once.

As an example, I divided my work into pieces, and I would do a little bit every day, and this worked well for me. I concluded my work before the deadline and felt proud of myself. In this term, the execution of tasks was similar, although I had a one difficult time this term and came to learn another lesson, in which I will mention in the next topics about Presentation/ Public Speaking.

Planning makes all tasks achievable on time, and it helped in learning how to study and understand what I am learning about in deeper levels to the point where I can talk about the subject with anyone and then have properties about the subject I am talking about.

I have read about the importance of time management in one of my academic books, and here it's something very important to take into account.

According to Morgan (2017), management of time is a priority for any area of our lives because it demonstrates that you also have the leadership skills to achieve your goals. It can diminish stress and tension, automatically a good management practice.

Following up with what I have already said, I would like to mention about transferrable skills.

In this term, and I came to discover that time management can be a vital skill to add to my CV and this is something I had never stopped to think about until my lecturer Matthew explained in depth.

Moreover, I came to read my academic book and found out more about it too, and I would like to highlight it.

According to Trought (2017), management knowledge is a key element for the selection of new employees, since it demonstrates an extracurricular ability, and this is a very positive point that will help the candidate to deal with all sorts of deadlines without stress. It will differ this person from other candidates.

Writing a Cover Letter:

During the lectures, I came to learn and to develop a winning cover letter for my CV. All the skills developed was an eye-opening for me, I came to understand that a cover letter is the same as writing a personal statement in a way that it will convince a company to move me forward in a selection process. I came to understand in-depth that it's very important because there it shows my attributes.

It is unfortunate to say but reflecting when I had no academic skills, I never had a break to think how this could change my life, and I only thought it was just another piece of paper and always had a generic one. After learning these academic skills, I actually felt embarrassed for having a generic cover letter attached on my CV. However, I did not know any better at the time, and nobody ever told me either or requested one.

I have aspirations to work for a big company as I am in the process of changing career since I worked in Health Care for most of my life here in the UK.

Learning about the Cover letter and its true importance, I will from now on do a personalized one for every job I apply, and I will take it very seriously because it will demand what my future will hold and I am so grateful to have discovered this knowledge, I am also very grateful to have discovered that I have transferrable skills.

I know have understood that my Cover letter talks about:

- Who I am, where I stand professionally
- My achievements whilst matching the job role
- My career goals and objectives reaffirming why I am suitable for that position
- The call to action

After learning about cover letter writing, I had in-classes exercise (Please see attached documents), and I was then able to put my learning into practice. I have chosen a job description as a Marketing and Sales Assistant, and from that job description I was told to

create a cover letter, and I got an essential feedback from my lecturer in which I will pay attention more closely for my next cover letters, he mentioned I could pay more attention about how I match the values from the job I am going for, otherwise, very good. This is what I am going to do, and I will improve these skills until I became natural and reach a dream job. I have also taught on how to avoid pitfalls and not to add a cover letter. ‘
During the lectures, I was recommended to read chapter 12 from my academic book and according to Maund et al., (2017) a cover letter states your interests for a certain position in one paragraph or two, expressing why a person is good for that position.

Reflective Writing using

Learning reflective writing taught me about how to think backwards about something that has happened, it helps me to connect the dots including looking back into all that I have learned in this level, it helps me to analyse what I have to improve, as for example, looking back on my in-classss exercises and feedbacks.

Reflective writing gives me a chance to look back everything that will help me to excel academically.

I also researched about Gibbs Reflective cycle and having this understanding it's helping me to describe how I feel about my leanings.

At the same time evaluating myself in order to come into a conclusion, in hope that the next term have a better plan of action according to my past experiences.

I believe that this will give me the abilities to interpreter things better.

I have also learned about analytical skills and critical thinking, which gave me the idea of breaking into pieces something I wish to conclude, adding every experience into account and be conscious instead of reactive.

Having these skills will help me to gather information accurately and explore decisions on top of implications, information, other people points of views and come up with reasonable conclusions, instead of jumping into conclusion straight away.

According to Hopkins and Reid (2018), assessing your thinking will help you examining logically information instead of jumping into assumptions, in other words, how to identify what it's true or not.

Presentation – Public Speaking

From all of the topics, presentation and public speaking were the most difficult for me, but also the one I love the most. It's a mix of love and hate, it can make you really satisfied or very frustrated and I have experienced both ways.

I have mentioned in "time management" at the beginning of this report about a situation and this my experience and learnings.

I had two presentations, the first I was a mini one about Gibbs's reflective cycle. I had two big lessons on this one. I had researched about Gibbs, but unfortunately, I had an issue in my home, and I had no chance to prepare my talk or how I would show up in public, and I had to rely purely on my notes, which it was not sufficient. I was also exhausted and had no sleeping the night before, and it ruined everything for me, when I presented it did not work, I kept forgetting my speech and had to look in the notes to remember. I felt like a failure, but looking back it all goes down to time management, I should of have found a way to remove myself out of my home issues and I should have dedicated myself to prepare. If I had prepared better, I would have presented with more knowledge.

As for my second and official presentation, in which I presented about a topic "Using the internet for university", I was nervous before and during the presentation, but in this occasion, I found a way out of my home issues and really prepared myself purely, so I would know what I was going to say and when I also prepared myself in case anyone from the public made me any questions. I also created a powerpoint presentation which gave me more direction and security. I kept my self - control as much as I could I also followed a good posture, facing the crowd and eye contact with the crowd, but I still must improve, I was advised in the feedback form, to take a deep breath if nervous, perhaps more louder and I completely agree and will pay attention to this points to improve on my next presentations. I was also complimented in delivering a good source of information to students throughout my presentation and this is exactly what I was aiming for.

In Conclusion:

In academic and Employability skills throughout this term, I came to learn and understand about of the importance of keeping up with good time management in order to learn efficiently and to apply the skills into my presentations, assignments and in real life. I

understood that it's essential to remove myself from life issues in order to do well academically.

Learning how to develop cover letters correctly can open the best future doors as I change my career path.

In regards of reflective writing, it is already helping me to look back and finding ways to improve myself in order not to commit the same mistakes again or level up with the new skills, and the Gibb's reflect cycle became a valuable tool when structuring my writings confidently.

Learning presentation skills, taught me a big lesson, I had my pitfalls with my time management, and I recognize that but because I want to succeed. I found a way to manage my own conflicts and put myself back on track. I had to look back in the 80 -20 rule and know that it all depends on me, and my second presentation was much better, and I really felt proud of myself, I also know that my lectures guided me in every step of the way and the lessons learned will come with me for life, and all the tactics learned will help me further in the job industry.

Reference List:

Hopkins and Reid (2018) *The Academic Skills Handbook* P. 70 Sage Press

Maund et al., (2017) *Certificate of Higher Education: Skills for the Workplace – Student Yearbook* P.293 Sage Press

Morgan, P. (2017) *The Business Student Guide to Study and Employability* P.52 1st Ed Sage Press

Trought, F (2017) *Brilliant Employability Skills* P. 13, 46 2nd Ed Pearson Press

Mini-presentation Feedback Form

Student presenting: Shakira Maly

Date: 12/12/19

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

Topic:	5	4	3	2	1	Comments
DELIVERY						Well prepared. Nice presentation Very impressive that the presenter didn't use the notice notes.
The presenter delivered the material in a clear and structured manner	☐	☒	☐	☐	☐	
The presenter was knowledgeable about the topic and any related issues	☐	☒	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☐	☒	☐	☐	
The presenter was enthusiastic about the topic	☐	☒	☐	☐	☐	
The presenter was well organised and prepared	☐	☒	☐	☐	☐	
Eye contact was maintained	☐	☐	☒	☐	☐	
Body language was appropriate	☐	☒	☐	☐	☐	
Time for presentation used effectively	☒	☐	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☐	☒	☐	☐	☐	
The presenter spoke clearly	☐	☒	☐	☐	☐	
The pace of speech was natural	☐	☒	☐	☐	☐	
There was a clear introduction	☐	☐	☒	☐	☐	
There was a clear conclusion	☐	☐	☐	☐	☐	
CONTENT						
The topic was interesting	☐	☒	☐	☐	☐	
The presentation was concise and informative	☐	☒	☐	☐	☐	
The presentation contained good examples	☐	☒	☐	☐	☐	
Content was relevant to the topic	☐	☒	☐	☐	☐	
Relevance to the module	☐	☒	☐	☐	☐	
OVERALL PREPARATION						LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION.
POINTS AVAILABLE <u>100</u>						
POINTS EARNED <u>75</u>						
GRADE <u> </u> %						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Mini-presentation Feedback Form

Student presenting: MARIA LUISA

Date: 12/12/19

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

MARIA LUISA - ~~UNIV~~ USING THE

Topic:	5	4	3	2	1	Comments
DELIVERY						
The presenter delivered the material in a clear and structured manner	☐	☒	☐	☐	☐	- Great eye contact/ body language - Excellent use of visuals - Remember! to breathe if you're nervous - Rhetorical questions - Perhaps a bit louder
The presenter was knowledgeable about the topic and any related issues	☒	☐	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☐	☒	☐	☐	☐	
The presenter was enthusiastic about the topic	☐	☒	☐	☐	☐	
The presenter was well organised and prepared	☐	☒	☐	☐	☐	
Eye contact was maintained	☒	☐	☐	☐	☐	
Body language was appropriate	☒	☐	☐	☐	☐	
Time for presentation used effectively	☐	☒	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☐	☒	☐	☐	☐	
The presenter spoke clearly	☐	☒	☐	☐	☐	
The pace of speech was natural	☒	☐	☐	☐	☐	
There was a clear introduction	☐	☒	☐	☐	☐	
There was a clear conclusion	☐	☐	☐	☐	☐	
CONTENT						
The topic was interesting	☐	☒	☐	☐	☐	- Good use of examples of sources - Good use of reference - Good response to question
The presentation was concise and informative	☐	☒	☐	☐	☐	
The presentation contained good examples	☒	☐	☐	☐	☐	
Content was relevant to the topic	☐	☒	☐	☐	☐	
Relevance to the module	☒	☐	☐	☐	☐	
OVERALL PREPARATION						
POINTS AVAILABLE <u>100</u> POINTS EARNED <u> </u> GRADE <u> </u> %						LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION. MATT PEAKE

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Mini-presentation Feedback Form

Student presenting: Shahira Maly

Date: 12/12/2019

SCORE: 5= Excellent, 4=Very Good, 3= Good/Average, 2=Poor, 1= Very Poor

Topic:	5	4	3	2	1	Comments
DELIVERY						Very good preparation and PPT. Clear and nicely.
The presenter delivered the material in a clear and structured manner	☒	☐	☐	☐	☐	
The presenter was knowledgeable about the topic and any related issues	☒	☐	☐	☐	☐	
The presenter maintained my interest during the entire presentation	☒	☐	☐	☐	☐	
The presenter was enthusiastic about the topic	☒	☐	☐	☐	☐	
The presenter was well organised and prepared	☒	☐	☐	☐	☐	
Eye contact was maintained	☒	☐	☐	☐	☐	
Body language was appropriate	☒	☐	☐	☐	☐	
Time for presentation used effectively	☒	☐	☐	☐	☐	
The presenter was able to present the material without excessive dependence on notes	☒	☐	☐	☐	☐	
The volume was appropriate	☐	☒	☐	☐	☐	
The presenter spoke clearly	☒	☐	☐	☐	☐	
The pace of speech was natural	☒	☐	☐	☐	☐	
There was a clear introduction	☒	☐	☐	☐	☐	
There was a clear conclusion	☒	☐	☐	☐	☐	
CONTENT						Important information for students.
The topic was interesting	☒	☐	☐	☐	☐	
The presentation was concise and informative	☒	☐	☐	☐	☐	
The presentation contained good examples	☒	☐	☐	☐	☐	
Content was relevant to the topic	☒	☐	☐	☐	☐	
Relevance to the module	☒	☐	☐	☐	☐	
OVERALL PREPARATION						LECTURER: PLEASE SIGN AND DATE IN THIS BOX TO CONFIRM COMPLETION OF THE PRESENTATION.
POINTS AVAILABLE <u>100</u> POINTS EARNED <u>98</u> GRADE ____ %						

Please note the above grade is for general feedback purposes only; you still need to reflect on this presentation in your written assignment and attach the scan of this page as an appendix.

Recruitment consultant: JOB DESCRIPTION

Working in recruitment is like working in sales, where your basic salary could be bolstered by potentially high on-target earnings (OTE) in the form of performance-related bonuses or commission

Recruitment consultants are responsible for attracting candidates for jobs and matching them to temporary or permanent positions with client companies. You'll build positive relationships in order to gain a better understanding of your clients' recruitment needs and requirements.

Working as a recruitment consultant, you'll attract candidates by drafting advertising copy for use in a range of media, as well as by networking, headhunting and through referrals. You'll screen candidates, interview them, run background checks and finally match them to their clients.

You also provide advice to both clients and candidates on salary levels, training requirements and career opportunities.

Responsibilities

As a recruitment consultant, you're the vital link between clients and candidates. The role is demanding, diverse and involves:

- using sales, business development, marketing techniques and networking to attract business from client companies *(sales person/marketing manager)*
- visiting clients to build and develop positive relationships with them
- developing a good understanding of client companies, their industry, what they do, their work culture and environment *(Business researcher)*
- advertising vacancies by drafting and placing adverts in a range of media, such as newspapers, websites and magazines *(social media/marketer/public relation)*
- using social media to advertise positions, attract candidates and build relationships
- headhunting - identifying and approaching suitable candidates who may already be in work
- using candidate databases to match the right person to the client's vacancy
- receiving and reviewing applications, managing interviews and tests and creating a shortlist of candidates for the client
- requesting references and checking the suitability of applicants before submitting their details to the client
- briefing the candidate about the responsibilities, salary and benefits of the job in question
- preparing CVs and correspondence to forward to clients regarding suitable applicants
- organising interviews for candidates as requested by the client
- informing candidates about the results of their interviews
- negotiating pay and salary rates and finalising arrangements between client and candidates
- offering advice to both clients and candidates on pay rates, training and career progression
- working towards and exceeding targets that may relate to the number of candidates placed, a value to be billed to clients or business leads generated
- reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programmes.

Working hours

The working day usually covers the core hours of 9am to 5pm, but working longer hours is common and may include early starts and evenings.

Self-employment or freelance work is possible, but generally only for consultants who have expert knowledge of a specialist sector. Career breaks are possible in certain circumstances, but are uncommon due to the dynamic nature of the sector.

What to expect

- The role can be challenging, but also exciting as the profession is fast-paced, target driven and demanding.
- Work is office based but time is also spent outside the office, meeting with clients and interviewing candidates.
- Opportunities exist throughout the UK, although more jobs are available in London.
- A smart personal appearance is important as the role involves meetings with clients and conducting interviews with candidates.
- Travel within the working day may be required to meet with clients.
- Overseas travel is less common, unless you are working within travel-related industries or for a niche market. Overseas work is possible, however, with large companies that have overseas branches.

Source: <https://www.prospects.ac.uk/job-profiles/recruitment-consultant>

Academic and Employability Skills - WEEK 2 24/10/19.

How to write a winning personal statement for your CV

Laura Slingo

Make your CV personal statement a good one.

You probably have a fairly good idea of how to write a CV. Your employment history, education and qualifications are relatively easy to pull together as you just need to look at dates, your previous job specs and what you have achieved over the years. The personal statement is often the trickiest component of a CV to write. Thankfully, we've got this comprehensive guide to help you write a winning one.

What is a CV personal statement?

The personal statement for a CV, otherwise known as a personal profile, professional profile or career objective, is an important part of a CV that many job seekers get wrong. It's worth pointing out that this type of personal statement is very different to the personal statement that you might write for something like a university application. Your CV's personal statement is a short paragraph that sits at the top of the document, just below your name and contact details. Its purpose is to offer the recruiter or hiring manager a powerful overview of you as a professional, diving into three key aspects:

1. Who you are
2. Your suitability for the role and the value you can add
3. Your career goals and aims

Research suggests that recruiters spend a mere six seconds reviewing a CV before deciding whether the applicant is a good fit. As the personal statement is the first section they will read, it must be powerful and tailored to the job you're applying for to successfully showcase your suitability. If it's not, you're unlikely to convince the recruiter that you're the talent they need, and they may move onto the next applicant.

Length, formatting and voice

An impactful and interesting personal statement should be clean and concise. It's typically around four sentences long – that's equivalent to 50 to 200 words. Regarding layout, keep it consistent with the rest of your CV's formatting. That means it must maintain the same font size, font type and text justification. You can add a 'personal statement' heading in the same way that you'd title the subsequent sections of your CV. However, if you're tight on space, you can cut this formatting detail as recruiters will know what this paragraph is regardless of if it has a heading. Something job hunters rarely consider is the voice or person they are writing in. The first person is acceptable for a statement, such as 'I am an IT professional looking for a job in...', as is the third person, for example, 'An IT professional looking for a job in...'. Choose the point of view that is most comfortable to write in, but, as always, keep it consistent with the rest of your CV.

Top tip: If you're writing in the third person, remove all pronouns. Otherwise, it sounds existentially awkward, rather than objective. For example, 'She is a retail professional seeking a management role...' would become 'A retail professional seeking a management role...'

How to write a personal statement for a CV

We've looked at the purpose of a personal statement, what it should include and how it should look on the page. Now let's zoom in on exactly how to write a winning statement. When writing, keep in mind that your statement is your elevator pitch; it's the equivalent of the 'tell me about yourself' or 'why should I hire you?' question in an interview.

Part 1: Who you are

The first sentence of your personal statement needs to tell the prospective employer where you stand in your professional field and your career. Think about your current position of employment; what you like the most about your career, job or professional field; and your qualities that are valuable in relation to this vacancy.

Your first sentence may read like so:

As a successful digital marketing professional specialising in e-commerce, I have recently worked with several global brands in the sector to improve their marketing strategy and boost their reach.

Part 2: Your suitability and value

The next part of your statement should draw on your achievements that line up with the requirements in the job description, aiming to prove that what you can bring to the table is relevant and impressive. It's always best to address the essential job specifications in your personal statement as you'll make it clear from the beginning that you're the right type of person for the job. For example, if the role requires a candidate with management experience or a degree in a certain subject and you have these, say so. Your second point may look like this:

I have experience in optimising quality digital products via my most recent role and am therefore in tune with the latest developments across the online landscape. As a result, I have devised winning branding strategies for e-commerce businesses that are robust, customer-centric and set for aggressive growth.

Part 3: Your career goals

The last part of your personal statement should be short and snappy as it's reaffirming why you are applying for this vacancy. It might read something like so:

I am currently looking for a senior branding or marketing management role within the e-commerce sector where I can maintain my strong track record and deliver similar results.

Complete examples of winning CV personal statements

In addition to the samples above, here are a couple of complete personal statements examples so you have a decent idea of what yours should look like.

For a graduate, written in the third person

A recent graduate with a first-class BSc degree in Mathematics, specialising in analytics and statistics. Holds commercial experience within the finance sector thanks to an internship with a corporate UK business, and has resultantly developed technical skills in data science and data engineering. Has a proven ability to meet deadlines, prioritise, problem solve and maintain high standards having balanced a part-time job alongside studies over the last three years. Now looking to secure a place on a graduate programme that will provide exposure to data science and career progression opportunities.

Addressing a recent redundancy, written in the first person

I am a skilled and successful product engineer within the automotive industry with an HND in mechanical engineering and seven years of experience in the sector. Having worked in a number of labs handling vehicle-based testing and mentoring development technicians, I am confident in managing teams in a hands-on environment and running new development projects from briefing to sign off. Currently looking for a role that complements my skill set and experience. Available immediately.

Pitfalls to watch out for

There are some common personal statement errors that you should avoid. Steer clear of these popular pitfalls or your statement may not be as powerful as you hoped.

Buzzword overload

Are you an extremely self-motivated, ambitious professional with extensive experience and passion for a certain industry? We thought so. Buzzwords are great, and you'll find them in abundance in job adverts. But it's best to sprinkle just a few through your personal statement as they don't particularly provide evidence of your skill or ability. It's much stronger to show the employer how you're self-motivated and ambitious with an example.

A generic personal statement

Once you've written your statement, you might think that it will work for every application. For the most part, it will, because, in theory, the jobs you're applying for will be similar and match your skill set. However, you must tweak and tailor your statement (and your entire CV) so that it targets the skills each vacancy requires. Otherwise, it will be too generic and not impactful.

Too much waffle

As you begin to plan and write the personal statement for your CV, you'll most likely find that you have a lot more to say than you originally thought. Be careful not to overwrite as you may be left with a statement that is clogged with too many adjectives and is clunky to read. As a rule of thumb, highlight your best bits in your personal statement and save the expansion of details for your cover letter.

<https://www.topcv.co.uk/career-advice/personal-statement-for-cv>

An office manager plays a key role in the office and involves in all tasks namely supervision, reporting, payroll, maintenance and administration. Office manager's primary role is to coordinate teams and tasks and thereby promote an effective work. Office manager also takes care of all administrative activities of an organization. Office manager must also have some knowledge on basic accounting since he would be responsible for taking care of the Bookkeeping or accounting activities also. One can make use of this sample resume format while preparing their actual resume.

Resume-Office Manager

James Mike

3333, 33, Some Drive,
NY 11111

Home: (Include home phone number)

Cell: (Include cell phone number)

Email:(Include email id)

I am currently working as office manager. I have 9 years of Professional experience in Office Management and Human Resources and Administration activities of an organization.

Objective:

As an Office Manager I want to coordinate and control all activities in an Office effectively and efficiently which would help the organization to achieve its objectives and goals with satisfied customer.

Education:

- Bachelor of Arts English Literature, NY, 1996

Professional Certifications:

- ✕ • Professional Certification in Management, 1998 from Hampston, NY

Skills:

- ✕ ❖ Expertise in Using Microsoft Tools namely Word, Excel, PowerPoint, Outlook, Access, WordPerfect
- ❖ Have a good accurate typing speed of 80wpm
- ❖ Have good English-language skills both verbal and written
- ❖ Capable of working under pressure and meet deadlines as scheduled with quality in work
- ❖ Appointment Setting
- ❖ Capable of taking care of customer service activities and also front office management

Computer Skills:

Microsoft Office tools namely Microsoft Word, Outlook, Excel, Access, PowerPoint and usage of Internet Explorer, Netscape.

Key Strengths:

➤ **Communication Skill:**

I have excellent oral and written English-language skill. I am also familiar with speaking other languages namely French and Spanish.

➤ **Organized:**

I am very organized in my task and responsibilities assigned to me. This helps me to do my work effectively and efficiently. I have been appreciated and given letters from my senior managers for my organized efficient work.

Work History:**Dell Test Inc., - Office Manager**

Duration: Jan,2003 – Till date

Responsibilities:

As an office manager I take up the coordination tasks like coordinating meetings of Client and staffs. I am also responsible for maintenance of daily office operations and maintenance of calendar which would be referred by Board of Directors. Due to my previous experience in Human resource department I also take part in HR activities and manage some of the activities in HR department like invoice checking, enrollment process, working on feedback of employees regarding changes in organization like facilities needed, cafeteria arrangement, seating arrangement needed. I also manage and take control of security issues and take care that security is maintained to the utmost level which is very vital for an organization.

Data Test Ltd- Assistant Office Manager

Duration: Mar,2002 – Jan,2003

Responsibilities:

As an Assistant Office Manager I took care of all the work related issues in the organization and was responsible for taking care of the employee's queries and feedback. I was assisting all the activities of the Office manager in the company. I also coordinated the training department for effective training for employees which helped in continuous learning and thereby growth of the organization.

Lexican Data Pro Ltd - Executive Assistant

Duration: April,2001 – Mar,2002

Responsibilities: Human Resources and Administration

I was assisting the entire task in Human Resources and Administration and I was reporting to HR Manager. I have vast knowledge in database and I handled the Maintenance of employee records for the organization. I also took active part in taking care of employee related issues. I took the responsibility of taking care of all the

coordination and maintenance activities related to Human Resources department and thus I was responsible for managing and coordinating the making travel arrangement, hotel arrangements as needed by clients at specified time.

James and Sons- Executive Assistant

Duration: Mar,2000 – Apr,2001

Responsibilities:

As an Executive Assistant I assisted in all activities in the organization. I was responsible for entering the data in database and thereby updating the record for taking monthly reports which was used by office Managers.

Excel Data Pro – Administrative Assistant

Duration: Jan,1998 – Mar,2000

Responsibilities: Administrative assistant

I started my career as Administrative assistant and I took the role of Administrative assistant in sales department of the organization. As an Administrative assistant of this department I took care of minor tasks in book keeping, accounting, data entry of sales and other assigned tasks in sales department.

Interests:

Reading adventure books, swimming, Listening Music

Languages Known:

English, French, Spanish

CV Template

Curriculum Vitae (CV)

- A CV is a structured presentation of your professional profile targeted a specific job or company.
- The purpose of the CV is to get you to a job interview.
- You have approximately 30 sec. to make an impression - choose your key words strategically.

Layout

- A CV should be well-structured, consistent and concise - maximum 2 pages.
- Avoid long and complex sentences - use bullet points.
- Years preferably at the left and a visible difference between headline and subheading typography.
- Choose a reader-friendly font.

Name | Address | Phone Number | E-mail

Curriculum Vitae Name

Age:

Nationality:

PROFILE

A short description of your profile highlighting:

- What qualifies you? (education, experience, skills, achievements)
- What drives you? (interests, motivation, ambition)



EDUCATION

- 2014 – 2016 **MSc in (concentration)**, university, country
- Relevant courses
 - Master thesis and/or projects
 - Summer school and/or supplementary courses
 - (GPA: XX/12)
- 2015 – 2015 **Exchange semester**, university, country
- Relevant courses
 - (GPA: YY/7)
- 2010 – 2014 **BSc in (programme)**, university, country
- Relevant electives
 - Projects and/or bachelor project
 - Studies abroad and/or summer school and/or supplementary courses
 - (GPA: ZZ/12)
- 2010 – 2010 **Supplementary courses**, school, country
- Courses
- 2005 – 2009 **Upper secondary school education**, school, country

PROFESSIONAL EXPERIENCE

- 2010 – 2011 **Position**, department, company, country
- Responsibilities / tasks / achievements:
- ...
 - ...
- 2009 – 2010 **Position**, department, company, country
- Responsibilities / tasks / achievements:
- ...
 - ...

Contact information

Place this in the document header to save space and to make it recur on all pages. Never put your civil registration number or similar here.

Basic information

Details such as civil status, nationality, and age are optional supplements to the mandatory contact information above.

Profile

Is a summary of key elements in your profile - targeted the specific position or company. Focus on your unique selling points e.g. education, experience, qualifications, interests, motivation, and ambitions.

Picture

Not mandatory in Denmark, but the majority of Danish employers (approx. 70%) prefer having it on the CV. Choose a picture tailored for a CV. Passport photo size with a white or neutral background, dress according to company/department dress code. Look the job!

Education

Education should always come before experience. Describe your studies, i.e. relevant electives and/or projects in relation to the job you are applying for, and always mention your case company, if possible. GPA: Optional, but may be a good selling point if it's high.

Relevant courses and projects

Describe your studies, i.e. mention relevant courses and projects in relation to the job you are applying for. Always mention your case company, if possible.

Other education / courses

Provide details about other education if it is a supplement to your primary education.

Job title

Choose a job title that says something about your responsibilities and tasks. Avoid "student assistant" or "student intern". It says nothing about the job profile.

Job description

Describe the job in 4-5 bullets and focus on what you will be able to use in your "new job". You should use specific examples and describe relevant projects in more detail. Most jobs can be quantified in one way or another. Try to do that.

CV Template

Name | Address | Phone Number | E-mail

OTHER EXPERIENCE

- 2015 – **Position/role**, organisation, country
• Responsibilities / tasks / achievements
- 2013 – 2016 **Position/role**, organisation, country
• Responsibilities / tasks / achievements
- 2009 – 2011 **Position/role**, organisation, country
• Responsibilities / tasks / achievements

COURSES

- 2015 Project Management, course provider, (country)
- 2014 Social Media, course provider, (country)
- 2012 Bloomberg Trading, Bloomberg, Denmark

LANGUAGES

Language: Native

Language: Proficiency level, oral and written

IT

Programme: Proficiency level

Programme: Proficiency level

INTERESTS

Describe your interests and show who you are outside of work and studies (3-5 lines).

REFERENCES

Available on request.

Other experience

Do not underestimate the knowledge you have obtained through volunteer work and positions of trust. Described in the same way as your job experience.

Languages

Indicate all relevant languages including both oral and written proficiency. Scores from e.g. TOEFL test should be included. If you are presently learning Danish, state current module as well as that you are in process of learning.

IT

State your IT proficiency level.

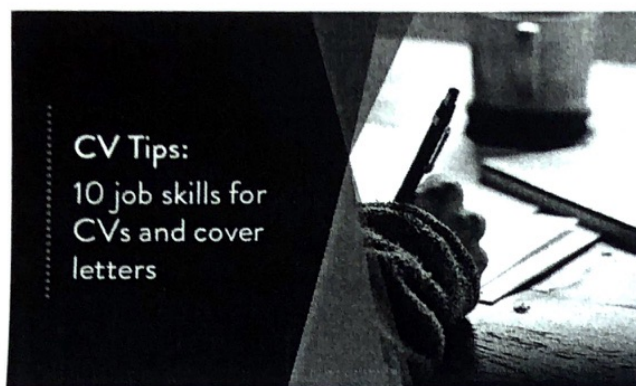
Interests

It does matter! Keep in mind that you may have acquired several competences from being a competitive swimmer or playing the piano. Don't just write "travelling", but tell a more detailed story of your favorite way of travelling by an example.

References

You should only give references, if the job ad requires you to do so.

10 job skills - for CVs and cover letters – and how to write about them without using clichés



CV Tips:
10 job skills for
CVs and cover
letters

Earmark space on your covering letter and CV to sell any of these 10 aptitudes and competencies when applying for an internship, higher apprenticeship or graduate scheme.

Top tip

There's no need to write about all of your skills in your application – your strongest and those listed in the job advertisement will do nicely.

You'll no doubt know that employers will scour a student CV for evidence of good key skills. And you won't be alone: many other students know likewise and feel they're equipped already to promote their main strengths as candidates to employers. But this means that too many applications are spoilt by well-meaning clichés, overused words and expressions.

Steer clear of the danger by following these tips:

1. Teamwork

Tip: write about what you did in a team project, not just what the team achieved so gloriously. Use I-statements: "I organised X, I dealt with Y" and so on.

2. Good customer service

Tip: think about all the ways in which an organisation deals with customers. Not just the smiley, face-to-face to stuff. And if you handled a difficult customer then how? What was their view and why did they have it?

3. Meeting deadlines and time management

Tip: so you delivered the goods on time – but how? Did you estimate then revise the time it took to clean each room? Did you identify legitimate short cuts? What were they?

4. Business awareness and enterprise skills

Tip: writing, "I expanded my commercial awareness through handling cash sales at the checkout" is the default statement for the student desperate to appear business savvy. Expanded? How? Much better to give an example of a good business practice you've seen in action, such as chasing unpaid bills.

5. Accepting responsibility

Tip: proactive? Dynamic? Motivated? Ditch the jargon and simply explain: a) how you came to be in a position of responsibility, b) what it involved, and c) how it felt. No need to have stepped up to the plate, or to state you're results-oriented with a strong work ethic. That you are should be a given.

6. Leadership

Tip: illustrate your strengths by writing about your skills that exemplify good leadership such as the decisiveness and ability to listen demonstrated in: "My first decision as captain of the swimming team was to review our training schedules following feedback from members."

7. Communication and people skills

Tip: as above, really. For instance, pick an example that shows how you've clarified a problem or persuaded a sceptical audience, rather than prattling on about having "excellent communication skills".

8. Using initiative

Tip: Flesh out your deeds by writing briefly why you needed to use your initiative. How realistic were you? What was the result?

9. Critical thinking and problem solving

Tip: voted by business magazine Forbes as the most important of competencies, heading a list of key skills that will get you hired this year. Also found in 9 out of 10 most in-demand graduate careers. Defined as “using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems”. Use your academic work to illustrate this aptitude.

10. Project management

Tip: along with teamwork, critical thinking and communication skills, one of the competencies most familiar to graduates. But project management draws upon a number of skills including team skills and critical thinking/analysis – so write about those elements most favourable to you, how long they took to implement and the benefit they brought.

How many of my skills should I include in my application?

There's no need to write about all of your skills – your strongest and those listed in the job advertisement will do nicely. However, fitting into the organisation while standing out are the cornerstones of balancing workplace harmony with personal fulfilment. It's what the managers who hire you have to achieve too. So it's always good to show a mixture of team-based skills and individualism.

There will be room in your cover letter to expand upon the relevance of your skills and competencies to the job description. But don't just record your skills in your CV. Even a minor deviation to the standard list can grab the recruiter's attention. There's even mileage in stating how much you've enjoyed acquiring skills and competencies or how you've been surprised how much you've learned. It sows the seeds of discussion, should you get through to interview.

And if you need a reminder just how important good skills are to employers, it's why they use application forms and interview questions like these:

“Please describe a recent task or project where you have shown personal accountability and used initiative to exceed expectations” – J.P Morgan.

“Describe a time when you overcame a problem as part of a team” – BAE Systems

And it's why Enterprise Rent-A-Car “looks to hire target driven, hard-working and customer-focused employees” and why, for graduates entering finance and operations, L'Oreal says “Excellent numerate skills should come together with good analytical skills and an entrepreneurial personality.”

Source:

<https://advice.milkround.com/10-job-skills-for-cvs-and-cover-letters-and-how-to-write-about-them-without-using-cliches>

Example of a cover letter

Flat 3A,
18 Floral Place,
Ash Lane,
Normanton,
NM8 6AY

18 May 2013

J A Parsons,
Headteacher,
Alderton Primary School,
Thistle Avenue,
Normanton,
NM8 1GX

Dear Ms Parsons,

I am writing to apply for the position of Learning Mentor, as advertised on the Prospects website. *→ Telling the employer how you found out about the job.*

2nd paragraph
During and since completing my BA in Learning Studies I have been working as a Play Leader for Top Tots to gain practical experience of working with children. This experience has been invaluable in putting into practice some of the educational theory I learned in my degree.

In particular I have learned how to respond to a range of children's needs and to understand that their behaviour is not always a rational response to their circumstances. For example, I worked with a child who was behaving aggressively towards other children and another who was withdrawn and unsociable; through play activities I learned that it was the former child who lacked self-confidence and who needed the most encouragement of any in the group.

My previous employment in arts administration and retailing developed strong interpersonal skills and my capacity to deal with multiple demands on my time and resources.

In retail work it was not uncommon to be dealing with one customer as another sought help and as the phone began to ring.

In arts administration I had to balance the requirements of the funding bodies with the users of the website while, at the same time, organising exhibitions and artists. I found that I have both the stamina and the organisational ability to thrive in these circumstances and feel sure that the skills I learned will be an asset to a busy primary school.

The reason I embarked upon my degree course is because I have a love of learning. I would very much welcome the opportunity of an interview to explain how I can combine my enthusiasm for learning, art and drama for the benefit of children in our community.

Please find my CV attached.

Yours sincerely,

Lucy Marcus

07/11/19



Academic and Employability Skills (ACE) – term 2

BMSW4001

In-class exercise 1: Cover letter writing

Student Name: Maria Luisa Salgado Student ID: 1818772

Time allocated: 1 hour. Please return your paper to the lecturer upon completion. It will be returned to you at the next session. You will need to include a scanned copy of this exercise in the form of an appendix together with you Task 1 (part of the Assignment for this module).

Ex.1

Choose of the jobs provided by the lecturer. Read the chosen job description carefully. Write a cover letter as if you were going to apply for the job.

[Your Name] Maria Luisa Salgado
1 Any Street, Anytown

[Hiring manager's name] James Champignon
[Hiring manager's company name] Champignonix
[Today's Date] 07/11/19

Dear Mr. Champignon

I wish to apply for the role of Marketing and sales Assistant advertised on www.freed.co.uk

As you can see from my attached CV, I have completed a marketing degree three years ago and ever since I have been developing myself as a junior marketer. I currently volunteer for task and lead events management and helping raising awareness about the company in the sale and marketing presentations, public relations, Brand management, social media advertisement and dealing with any queries arising.

Volunteering as junior marketer and sales assistant taught me How to work in a fast environment where living with team members is a very important task, and I believe it involves a good communication skills which helps the team whilst running motivational talks, networking, running seminars, workshops to expose our events and methods of work to clients. Also whilst studying in university, I developed skills in directing, coaching, supporting and delegating, in which helped whilst running our own events and tasks must be switched or exchanged in between one to another in order to meet ends.

Lecturer's signature: _____

Date: 14.11.2018

what do you mean? 1 | Page

~~Related to the outdoor sound system broke down in middle of an event, I helped setting up and raising the crowd to an indoor venue instead.~~
 as for example, once the outdoor sound system broke down in middle of an event, I helped setting up and raising the crowd to an indoor venue instead.

I am a very motivated professional and I believe that working as a team is the way forward to make things happen satisfactory, saying so, I believe my contribution to your business ~~will~~ ^{would} add a positive, productive time-management, exciting motivational talks in which will put people together and sell as a whole.

Thank you for ~~your~~ considering my application for this role, I look forward to letting you for an interview.

Yours sincerely,

Stavros Lino Salvagno

Lecturer's comments:

Very good - You could mention more about how you match the company's values but otherwise, very good!

Lecturer's signature:

Date:

14.11.2019

LEARNING AND INFORMATION SERVICES

Guide to Reflective Writing

What is reflective writing?

Reflection is defined by the Oxford English Dictionary (2012) as "The action or process of thinking carefully or deeply about a particular subject, typically involving influence from one's past life and experiences." Reflection is a way of enabling self-development and deeper learning by looking back at an experience so as to learn from it and then move forward. A person may discuss learning from an experience; reflective writing takes this a stage further by putting the reflection into the more permanent and structured format of a written account and linking it to academic theory.

Why write reflectively?

Reflecting on an experience ("Reflection on action") can help you to make links between theory and practice and between your past and present knowledge. Reflecting on, and learning from your experiences can help you to avoid repeating mistakes and move away from acting automatically without thought: it will help you to identify the successful aspects of an experience, and any useful principles which can be applied to other situations.

Reflective Writing:

- provides a way by which you can make best use of an experience (turning surface learning into deep learning)
- can be used to record your progress throughout your study at University
- can improve your performance by using the outcome of reflection to inform future practice
- is a means of learning by making links between theory and your practice
- is a skill which can continue to help you develop professionally after leaving University

Types of reflective writing

Reflective writing can take different forms. It may be an assessed piece of work that you write for your course in which you include academic theory. Another type of reflective writing is a diary or journal (a learning log) which is written solely for your own benefit, in which you record your thoughts and experiences about your learning experience on a regular basis.

Features of reflective writing

Describing what happened and how you felt is only a small part of reflective writing. The emphasis as you write should be on your analysis and exploration of the experience. Reflective writing differs from most academic writing in that you will use the first person ("I") to describe the experience and your feelings. Most reflective writing for assignments will also include an academic element so you should write in the first person ("I felt...") for your own account and in the third person ("Jones (2010) suggests that ...") for the theory.

Use the past tense when writing about what happened and how you felt as you are looking back on the experience (e.g. "I felt..."), but when referring to any academic theory, use the present tense as these ideas are still current (e.g. "Jones argues that...").

As in academic writing, reflective writing requires the use of formal language, arguments supported by evidence, and fully referenced information resources.

Reflective writing looks to the future. You need to show how your reflection on what happened in the past will inform your future practice.

Your analysis of the experience should be linked to academic theory in order to give it credibility.

Getting started with reflective writing

Reflective writing can be more challenging than other forms of writing as it involves writing about feelings (anxieties and mistakes, as well as successes). Describing an event can help you to start writing. The next step is to then ask yourself questions about this event:

Description – What happened? Who was there?

Interpretation/analysis - What did I feel? Why did I respond in the way I did? What are the most important/relevant aspects? How does it link to theory? What went well/what didn't?

Outcome/evaluation - What have I learned? What would I change?

There are various models you can use to help you reflect (Kolb and Gibbs, for example) but if you are required to use a particular model then use that.

Getting started with a learning journal

Your learning journal should not just describe your learning experience, but record your thoughts and feelings about your learning – what you find difficult/easy, how you manage challenges, how your attitude towards learning has changed or developed. Lecturers' feedback could be used to list any improvements in your work or areas that you need to work on in more depth. Try to get into the habit of reflecting on your learning for all of your modules. Reading the chapter on studying effectively in Stella Cottrell's book (see Further Reading) can help you to think about how you learn.

Tips

- Try to stand back from the event and be as objective as possible. You should be as careful in your reflective writing as you would be when writing any other assignment
- Be aware that your reflection on an event can change with the passage of time. As you reflect more and acquire more knowledge then your views may change. Your writing may also be affected by your emotional state at the time of your writing
- Start to write as soon after the event as you can. Delaying your writing may make it difficult for you to recall exactly what happened and how you felt, so your account will not be entirely accurate
- Be honest and admit to any anxieties and mistakes
- Select and use only key events and moments
- Use reflection as a positive that will help you to develop yourself and your skills

References

The Oxford English Dictionary [online] (2012) Oxford: Oxford University Press [Accessed: 4 January 2012]. Available at: <<http://www.oed.com/>>.

Using the internet for university

writing

1 - VITAL
2 - 3 - Reliable resources
4 - CONVENIENCE - 5 - THE GUARDIAN

Dear Hiring manager

[Your Name] Maria Luis Pagan

[Address] _____
(for this exercise please leave blank)

[Hiring manager's name] Dear Mr./Ms + surname

[Hiring manager's company name] _____

[Company address] _____

[Today's Date] _____

Dear Mr/Mrs/Miss/Ms _____

I wish to apply for the role of administration, currently being advertised on Call to action.
Please find enclosed my CV for your consideration. *red. 6. UK - Thank them*

As you can see from my attached CV, I have over five years [time period] experience in the administration industry, and I believe I possess the skills in administration, sales support built up during this time make me the right/perfect candidate for the role.

In my current role as a HR Manager at NHS, I have been responsible for Taking care of clients, dealing with reports, money taking, amongst all office.

[Now write about what you learnt during this experience – relevant to the role you are applying for]

I did learn how to prioritise tasks in demand, direct, coach support and delegate tasks

All of this, coupled with my enthusiasm and dedication, [insert skills relevant to the role],

helped the team and tasks to run smoothly

has helped _____. I am confident that I can bring this level of success with me to your organisation and help _____

_____. With my previous experience and expertise, I believe my contribution will have _____.

Thank you for _____. I look forward to _____

Yours sincerely/Yours faithfully,

[Your Name] _____

[Signature - if desired] _____

1st introduce yourself
2nd skills, knowledge, attributes, sell yourself.
3rd what would you do for the company + research
- Call to action
red. 6. UK - Thank them
Yours faithfully.

1) name on the piece of paper

Dear Mr Watson

my name
and address

2) introduce yourself - ^{highly motivated} mention you are applying from, job title advertised on:

3) Website - read 10. UK. (currently being

4) introduce yourself (degree, experience)
career goals

1st
paragraph

5 - describe skills and abilities from the job.

use ~~own~~ words and phrases from

job description (copy and paste)
and demonstrate how, where you used,
situation/action/result.

2nd
paragraph

6 - Fit to suit company values - talk about your values as a
person, matching, but say the truth - explain how you
fit in those values. (what you can bring to the
company).

3rd
paragraph

Call to action

Thank them, say you are ready

Thank you for your time and consideration, I look forward
to meeting you ^{to} discuss the future role during an interview

Yours sincerely (Cause you know the name of the person)

Knowledge / Skills / abilities and other things (KSAO's)

Office Manager

Posted 14 October by Pattern Ltd • £30,000 per annum, OTE • Central London, London • Permanent, full-time

About us:

UK and Ireland representative for several German trade fair organisers. We currently promote a portfolio of trade fairs from industries as varied as jewellery to building machinery and electronics to commercial real-estate. We represent trade fairs in Germany, China, India, Russia, Southeast Asia, South Africa, South America and Turkey.

Job summary:

An excellent opportunity for a team player looking for a challenging and varied role. You will be responsible for managing the office including organising company events, ordering supplies and updating social media pages/website. Your job will also predominately involve assisting the Managing Director and team with their workload, along with diary/travel management and dealing with all correspondence/phone calls. You will be required to travel, including overseas.

Main responsibilities:

- Acting as a first point of contact: dealing with correspondence and phone calls.
- Booking and arranging travel, transport and accommodation.
- Managing the MD's emails/diary and help prepare for meetings.
- Maintaining the database and filing systems.
- Keeping the website and Twitter page up to date.
- Provide admin support to the rest of the team, and sometimes assisting with sales calls.
- Ordering office supplies and ensuring the office runs smoothly.
- Implementing and maintaining procedures/office administrative systems.
- Organising company events.

Key Requirements:

- Strong communication skills, motivation and initiative.
- Highly organised.
- Confident telephone manner.
- Ability to multi-task.
- Discretion and trustworthiness.
- Flexibility and adaptability.
- Minimum 4 years' experience working in a similar role.
- Good sense of humour.
- Good understanding of Microsoft Outlook and Excel.

Required skills

- Administrative
- Calls
- Communication Skills
- Management
- Social Media

<https://www.reed.co.uk/jobs/office-manager/39129855?source=searchResults#/jobs/office-manager-jobs-in-london>

Project Manager

Posted 14 October by Recruiterlink Limited • £35,000 - £45,000 per annum • London • Permanent, full-time

About

Our client is one of the UK's largest BMS systems integration businesses, with offices in London, Cirencester and Stockport providing installation, maintenance and bureau monitoring services for BEMS and BMS systems across the country. In recent years, their team has grown to in excess of 100 staff across the three offices, and a turnover of circa £13 million per year. Their technology portfolio has grown to include market-leading hardware and software from Siemens, Tridium, WEMS and Schneider Electric. Using these market-leading technologies, their building install portfolio now stands 5,500+ installs across the UK and into Europe, where they work with some of the world's best known businesses and brands to manage their buildings and energy effectively.

Key internal contacts

- Regional Manager
- Operations Manager
- Operations coordinator/administrator
- Engineer

Responsibilities

- Managing the installation process of the BMS control systems.
- Liaise with the client and attending site/client meetings.
- Managing the project engineering team.
- Managing the financial process of the projects (application /invoicing /variations etc).
- Liaise with the regional managers and sales team.
- Liaise with the electrical installation and panel contractors.
- Ensure the project is completed (handover completed and O&Ms issued)
- Knowledge of Siemens, Schneider Electric and Tridium BMS systems would be beneficial.

Person requirements

- The ability to work under pressure and to tight deadlines
- Great organisational skills
- High attention to detail
- Financially and commercially aware
- The ability to build strong and effective working relationships
- Effective problem-solver and decision-maker

By applying for this role you accept the Jobzooa terms and conditions that can be found on our website and agree to receive email notification of other suitable jobs

<https://www.reed.co.uk/jobs/project-manager/39135072?source=searchResults#/jobs/project-manager-jobs-in-london>

Recruitment Consultant for Events Desk Hospitality and Catering

Posted 3 October by Hamilton Mayday • £23,000 - £26,000 per annum • West London • Permanent, full-time

A fantastic opportunity has arisen for an ambitious and sales focused recruitment consultant to join our fast paced front of house team in placing temps and casual staff in venues all over the London area for events and parties. This is a very busy desk and as such the potential to earn good commission is very much achievable

Hamilton Mayday are one of the leading agencies within the Catering and Hospitality sector and we are now looking for somebody who can take this opportunity and maintain the business on this busy desk and look to grow it too! If you have previous recruitment experience and/or have worked in the catering industry and aren't afraid of tackling some sales whilst maintaining your existing clients then this could be a perfect opportunity for you.

The hours are Monday to Friday 7am-4.30pm or 8am-5.30pm with some evening and weekend work if the business dictates for which you would receive time back in lieu.

As a consultant duties and skills would include:

- Maintaining existing business through managing client accounts
- Interviewing candidates
- Business Development
- Use of social media and job boards
- Admin duties
- Meeting targets
- Using our bespoke software to maximise the business
- Assist other areas of the business where necessary
- Flexibility and able to make decisions are also key in this quick thinking environment
- Good IT skills
- Excellent communication is a must

If you feel you have the drive and ambition to make a success of this unique opportunity of taking over a very established events desk in a great working environment then please get in touch and send over CV or call us for a confidential chat as we may well have other opportunities too

As we expect to have a large response to this offer we are unfortunately unable to contact unsuccessful candidates in this instance

Required skills

- Recruitment/Account Manager/Recruitment Consultant/Recruitment/Recruitment Sales

<https://www.reed.co.uk/jobs/recruitment-consultant-for-events-desk-hospitality-and-catering/39049788>

Administrator

Posted 22 Oct by Future Engineering Recruitment Ltd • £23,000 - £24,500 p/a • Holborn, London • Permanent, full-time

£23,000 - £25,000 + Holiday + Pension + Day shift + Travel abroad + Great package *(job description)*

Are you an administrator looking to join a market leading software company providing job security and satisfaction? Join this company as an administrator and benefit from a great working environment with the opportunity to travel with the job! Daily activities are based around the administration and support of a large web based talent assessment platform on behalf of their established global client list. This company are market leading in Australia and Asia providing a great platform for growth and progression for the successful candidate.

The Role

- Client and end user queries
- Building surveys,
- Creating and managing survey projects
- Distribution reports

The Person

- Professional office experience
- HR exposure
- Software experience e.g. salesforce oracle

Required skills / experience

- admin
- sales support
- support
- hr
- office
- hr admin
- admin support
- hr manager
- administrator

Please apply to Sian Brathwaite

<https://www.reed.co.uk/jobs/administrator/39197694?source=searchResults#/jobs/administrator-jobs-in-london>