

James Williams

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[LinkedIn](#)

PERSONAL PROFILE

Enthusiastic and motivated Business Management undergraduate, with excellent communication skills, teamworking and business awareness developed through academic studies and varied work experiences. Now looking for an internship/ placement/ career opportunity in.....

EDUCATION

BSc Business Management, Cardiff University **2021- present**

- Modules include Introduction to Accounting, Marketing, People in Organisations, Managing People, Operations Management

A Levels, King Edward V1 School, Southampton **2019 - 2021**

- History (A), Business Studies (A*), Maths (B)

GCSEs, King Edward V1 School, Southampton **2017 - 2019**

- 10 subjects (Grades 9 - 5), including Maths (8), English (7)

RELEVANT EXPERIENCE

Marketing Assistant, SBA Marketing & Advertising Agency **July – Aug 2022**

- Shadowed Head of Marketing and gained insight into a busy marketing company
- Undertook training in social media advertising Google Analytics
- Developed knowledge in advertising, direct marketing campaigns, marketing communications, creative writing, and managing campaigns on social media
- Collaborated on a project looking at promotional activities and increased engagement across social media accounts by 40% by undertaking a user-generated content campaign
- Developed confidence in networking, attended daily strategy and creative meetings
- Created and updated databases and used a customer relationship management system (CRM)

OTHER EXPERIENCE

Student Ambassador, Cardiff Business School **Feb 2022 – present**

- Attend University open days, meet prospective students and parents, provide guided tours of the School and University, present to groups of visitors
- Attend focus groups and provide the School with student opinions on any issues
- Work in collaboration with the External Relations Office, preparing venues and ensuring the smooth running of events
- Welcome new students and give campus tours and presentations throughout induction week
- Take part in photo shoots and interviews for University publications and for the media
- Work in collaboration with the Placement Manager and Careers Adviser at careers events

Assistant Bar Supervisor, Cardiff Students Union Bar

Sept 2021- present

- Deal with customers in a polite, friendly manner, serving orders quickly • Lead and organise staff rotas every week to ensure the bar has adequate cover
- Supervise, train and undertake induction with new members of staff
- Manage the cashing up of around £2,000 at the end of each shift

Waiter (part-time and holidays), Pizza Hut

June 2019 – Sept 2021

- Liaised with team members to set, serve and clear tables and deal with the exchange of bills and money
- Welcomed customers in a polite, friendly and courteous manner
- Provided efficient service at all times and delivered excellent customer service

RELEVANT SKILLS

- **Communication:** Demonstrated verbal and written communication skills in all work experiences and academic studies. Customer service skills developed throughout part-time work in business
- **Teamwork:** Work experience and academic studies have involved collaborating with others, also from playing competitive sport
- **Business Awareness:** Gained insight into a range of employment sectors. Recognised the importance of delivering excellent customer service and value for money
- **Organisation:** Good organisation and time management skills are needed to balance full-time study, part-time work and playing rugby. Competent at planning and prioritising to ensure deadlines are met
- **Problem Solving:** Logical and determined approach to problem-solving demonstrated from academic studies and work experience
- **IT Skills:** Experienced with a wide range of databases and statistical computer packages, including MS Office, Word, Excel and PowerPoint

INTERESTS AND ACHIEVEMENTS

- **Rugby** – play for Cardiff University and compete yearly in pan-university championships
- **Travel** - planned, organised and undertook a wide range of travel in Malaysia and across Europe during the past five years. It increased my cultural awareness, resilience and adaptability

References available upon request