

Sarah Bloom

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Personal profile

I am a friendly and outgoing Customer Service Officer with a passion for retail and business. My studies and my previous work experience have all been in these areas, and I am currently looking to progress my career in a more challenging role. I have excellent communications skills which have enabled me to build strong relationships with customers, colleagues and external suppliers. I have previously managed a number of projects to a successful outcome, and I have the excellent ability to supervise, manage and motivate other team members.

Achievements

- More than two years of relevant work experience
- Project Manager on various occasions at College & University

Education

Sept 2013 – Jun 2016	BA Business Studies	Bournemouth University	
Grade achieved:	2:1		
<ul style="list-style-type: none">• Introduction to Organisation, Behaviour & Ethics• Consumer Behaviour & Market Research• Operations Management• Marketing			
Aug 2011 – Aug 2013	A-Levels	Newbury College	
Grade achieved:	Maths: B	English Language: B	Psychology: A

Employment

July 2016 - Present	Customer Service Officer	Elite Retail Ltd.
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Main duties performed:

- Dealing with customers face-to-face, over the phone and via email
- Assisting customers with finding suitable products or services
- Handling payments and processing returns, refunds and exchanges
- Dealing with customer feedback, concerns and complaints
- Dealing with stressful situations and emergencies in a professional manner, and ensuring that customer's concerns are promptly addressed
- Liaising with suppliers and external companies on a regular basis
- Assisting the Store Manager with their day-to-day activities

Guidelines For Writing A Good Cv

Chaturvedi



Guidelines For Writing A Good Cv:

Oxford Guide to Effective Writing and Speaking John Seely,2013-10-10 John Seely s guide to writing and speaking is aimed at the general reader and post 16 year old students who want to improve both their written and spoken communication skills 2021-08-01 How To Write a CV That Really Works Paul McGee,2014-02-21 A guide for those who want to create an effective CV and use it to market themselves It contains sample CVs and covering letters and interview guidance *ENGLISH PROSE AND WRITING SKILL* Dr. S. Kumar,2023-12-02 Purchase e Book of ENGLISH PROSE AND WRITING SKILL of B A 1st Semester for all UP State Universities Common Minimum Syllabus as per NEP Published By Thakur Publication A Survival Guide for Research Scientists Ratna Tantra,2019-08-31 Research scientists play a pivotal role in society Their passion for science will drive them forward leading to new discoveries that will ultimately make the world a better place Unfortunately as the professional environment becomes more and more competitive research scientists today cannot just rely on technical knowledge to carve successful careers Besides technical skills they will need to acquire other skills such as how to communicate their science to the outside world A Survival Guide for Research Scientists is a one stop shop that will help you to develop those core skills not often taught at school or university The book has been written by an author with more than 20 years of scientific research experience across different scientific disciplines She has not only been a research scientist but also a writer a consultant a sole trader and a project manager A Survival Guide for Research Scientists takes on a holistic approach in order to help you pave the way for success As such it features practical guidelines on how to conduct your scientific research how to do literature review design experiments adopt best practice ensure health and safety etc write and edit reports bid proposals peer review publications etc interact with the outside world be a team leader manage a project network deal with difficult people do presentations organise meetings etc look after your career and get your dream job look after yourself and how to manage stress look for a job develop your CV prepare for interviews etc become self employed and achieve business success deal with redundancy and move forward in life etc Whatever your scientific background may be this book is the perfect accompaniment to guide you at every stage of your career **The Anthropology Graduate's Guide** Carol J. Ellick,Joe E. Watkins,2016-09-17 Mom will ask What can you do with a degree in anthropology If you want the answer then you need this book Applied anthropologists Carol Ellick and Joe Watkins present a set of practical steps that will assist you through the transition from your career as a student into a career in a wide range of professions that an anthropology degree can be used The stories scenarios and activities presented in this book are intended to assist you in learning how to plan for the next five years write your letter of introduction construct your resume and best present the knowledge skills and abilities learned in class to prospective employers Ellick and Watkins step by step approach helps you create a portfolio that you will use time and time again as you build your career *Complete Guide to Events Management* Sarah Owen, *The Complete Idiot's Guide to the Perfect Resume, 5th Edition* Susan

Ireland, 2010-01-05 Resum revamped for the times technology and the recession The recession has made finding a job harder than ever Everything now takes place online and a resum s preparation is different than even a few years ago This new edition has changed with the times focusing on what s most important in an electronic resum Full of successful resum samples and cover letters the book also focuses on the key words and phrases that will bring readers resum s to the top of the HR pile More than 100 samples of real life resum s and cover letters many of them new Founded in real life experience without the rigid resume writing rules of other guides Ideal for all job seekers from new grads to the laid off worker new mothers to senior citizens

Your Career in the Media & Creative Industries Georgia Stone, Matthew Kerry, 2023-11-23 Employability is at the front of all our minds when studying for a degree but it can be hard to find resources that offer thorough guidance in finding placements and job opportunities This textbook offers you a step by step guide to careers in the media industry Drawing on their own extensive teaching experience the authors ask you questions in every chapter to help you practise your critical thinking skills They offer specific exercises to help you develop a portfolio CV social media profiles and interview skills This up to date resource will equip you to discover and secure your dream creative job Packed with exclusive insights in Student Voices and Hear From the Experts sections this book contains tips from those at every stage of their career This book is written to complement employability and work placement modules across a whole range of media and communication degrees but it s also for any undergraduate student looking to work in the media and creative industries It covers every stage of the job seeking process starting with guidance for identifying potential employment sectors and incorporating insights into what employers are looking for from you This key text will leave you feeling career ready by informing you about the world of opportunities in the media and creative industries By the end of the book you will have practised writing a cover letter and delivering an elevator pitch allowing you to feel confident as you take the next steps beyond university Spanning topical issues from working from home and freelancing to advice on avoiding burnout this introduction to your media career is both current and comprehensive

Business Communication (For University of Delhi, B.Com Hons., Sem.6) Pooja Khanna, Effective communication is the key to success in life We live in an era where words and gestures play an important role in effective communication Businesses operate in various circumstances and it is paramount that the communication between different parties concerned is clear and effective and also takes into account the cultural sensitivities This is where the concept of Business Communication comes to play This book written in accordance with the syllabus of the University of Delhi is an attempt to equip the readers with skills required to communicate effectively in a business situation It would also be useful for the students of BCom BBA and MBA of other universities and for anyone looking to learn the nitty gritty of business communication **KEY FEATURES** Analysis of vital components of business communication Informative use of illustrations examples diagrams and pictures Inclusion of review questions and university examination questions New tools for business communication like emails teleconferencing video conferencing telex fax

discussed in detail The Complete Idiot's Guide to the Perfect Resume Susan Ireland,2002-12 Includes tips on writing an effective resume creating an accurate yet impressive job statement networking using software programs and other resume technologies and making the most of your experience *X-kit Reference:english* ,2010 Write the Winning CV Danie Joubert,2011-03-28 This book will show you how to get the right job for you in the company you want to work in You will find out how to prepare your winning r sum and CV to target the job and the company exactly in order to create the perfect fit This updated edition contains new examples of job advertisements r sum s and CVs that demonstrate how to apply the principles explained in the text and a new chapter sets out what employers are looking for in prospective candidates namely talent mileage and fit Write the Winning CV is based on current employment philosophies practices and trends and serves as an up to date guide for people who are entering the employment market for the first time as well as those who are seeking a change in career Reading understanding and applying the practices in this book will provide you with a distinct advantage in seeking out and securing the best career proving that you only need common sense and some planning to get the right job

General Surgery Residency Survival Guide Asanthi Ratnasekera,Marc Neff,Kahyun Yoon-Flannery,Alec Beekley,2023-03-27 There are over 250 surgical residencies in the United States Most residents experience some degree of shock once they start on the very first day and the demands of residency are high The current overall dropout rate is 16% and there is evidence for higher burnout rates suicide rates addiction rates and divorce rates among all surgeons compared to other careers There is therefore a critical need for the education of resiliency during surgical residency and guidance on surviving this challenging portion of their career Unfortunately the experiences of trial and error are the basis for survival and resiliency training is often overlooked as part of the traditional surgical training This practical guide is founded on many conversations with struggling general surgery residents and will have wide appeal utilizing these experiences via interviews with current residents at different residency programs and covering an even wider variety of topics with variable experiences based on differing ages races sexes and marital statuses Each chapter begins with a topic and a brief introduction expansion on the topic based on their unique experiences and then a concluding list of pearls to remember and use in daily residency The topics are broken down thematically into five main sections covering the breadth of residency experience and work life balance academics clinical duties life outside of work leadership and ethics and basic survival skills and self care Written by current residents for current residents General Surgery Residency Survival Guide will be a valuable resource for everyone navigating this challenging portion of their medical career **Advanced Abstract Algebra** , English for Academic CVs, Resumes, and Online Profiles Adrian Wallwork,2019-05-07 Are you a graduate postgraduate or PhD student Building a CV or profile can be difficult for anyone but especially for those whose first language is not English This book is essential for those looking to promote themselves in the academic community and can be used both for self study as well as in an English for Academic Purposes EAP course The book contains tips do s and dont s and discussion points that can be used by instructors

Based on interviews with recruiters and an analysis of hundreds of CVs from around 40 different countries the book is structured as a series of FAQs Topics covered include how recruiters and HR people analyse a CV whether using a template is a good idea how to present your personal details and whether to include a photo how to write an Objective and a personal profile what to write in each section Education Work Experience Skills Personal Interests how to highlight your language communication and team skills how to get and write references The last chapter of the book contains a simple template to help you get the job of your dreams Other books in this series include English for Writing Research Papers English for Research Usage Style and Grammar English for Presentations at International Conferences English for Academic Research Grammar Vocabulary Writing Exercises English for Academic Correspondence English for Interacting on Campus Adrian Wallwork is the author of over 40 books aimed at helping non native English speakers to communicate more effectively in English He has published with SpringerNature Oxford University Press Cambridge University Press Scholastic BEP and the BBC

Success as a Psychology Major David E. Copeland, Jeremy Ashton Houska, 2020-02-07 *Success as a Psychology Major* was built from the ground up with input from hundreds of psychology students The text opens with tools for being a successful student walks through the psychology curriculum highlights key skills and presents various academic and career paths to take after graduation Unique chapters on joining research labs professional organizations and clubs documenting accomplishments and managing time and money provide students with resources they will use throughout their academic career Presented in a modular format this text is a step by step road map to a fulfilling and meaningful experience as a student of psychology

Business Communication: Concepts, Cases, and Applications Chaturvedi, The second edition of *Business Communication Concepts Cases and Applications* builds on the key strengths of the first edition clear writing style and comprehensive content by updating the material to reflect the latest research and technological developments in business communication and presenting it in a style that engages the reader

Ten Conversations You Must Have with Your Son Tim Hawkes, 2016-10-11 Internationally recognized expert on raising and educating boys Dr Tim Hawkes shows parents of tween and teen boys how to approach difficult but important conversations Every parent of a teenage boy knows there are certain conversations they must have with their son but often they put them off or worse don't have them at all because they simply don't know where to start In *Ten Conversations You Must Have With Your Son* Dr Hawkes provides parents with the essential information you need to negotiate your way through what can often be very difficult territory about the why what and how of ten key topics love identity values leadership achievement sex money health living together and resilience Each chapter offers suggestions for how you can connect with your sons on these issues while sharing your own experiences and knowledge with your boys A headmaster of 25 years Dr Hawkes is in a unique position to know what goes on inside the minds of teenage boys He understands what they need to know to best prepare them for the opportunities responsibilities challenges and demands that life will make on them *Ten Conversations You Must Have With Your Son* is the

one book anyone with a teenage son should read to help them prepare him for adulthood

The Graduate Career

Guidebook Steve Rook, 2019-04-10 Written by experienced careers advisor Steve Rook the new edition of this indispensable guide will help readers to develop the skills they need to land their dream job It breaks the career planning process down into manageable steps from researching roles and gaining work experience to crafting a stand out CV and impressing at interview It also includes practical guidance on networking entrepreneurship and responding to job offers Packed with reflective activities top tips for successful applications and real life case studies it contains everything students need to develop their skills get their foot in the door and set themselves up for a fulfilling future This text will be core reading for students on a wide range of career related and employability modules It will also be an invaluable resource for students researching their career options independently New to this Edition Updated content on networking and managing your online presence More content on work experience and internships and how they can help students get their foot in the door Expanded careers theory content

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Guidelines For Writing A Good Cv Introduction

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