Your Name

# Address, City, Postcode — 07123 456789 — email@example.co.nz

# SUMMARY STATEMENT

A recent PR graduate with a wide range of voluntary and employment experience, looking to secure a job as an event planner. My proven problem-solving, time-management and problem-solving skills in addition to extensive knowledge of the sector, make me an excellent candidate for a role in the event planning field.

# SKILLS

## Time Management

During my time at university, I was able to effectively balance my part-time job with my studies. Though this proved challenging in my final year, I successfully prioritised and scheduled all my tasks. Doing so allowed me to obtain a 2:1 at the end of my studies in addition to getting promoted at my Event Cinemas job.

## Problem-solving

Whilst working at Viva Mexico, I helped offset some of the problems caused by the business’s staff shortage during an especially difficult period. In order to remedy the situation, I advised the employer on how to organise staff and assign tasks in a way that ensured a smoother running of service. Ultimately, this simple solution meant that the company only needed to hire one extra person as opposed to two.

## Communication

As a young adult, I struggled with public speaking and giving presentations. The ill-effects of this problem were, at one point, taking an increasing toll on my academic success and confidence. In order to deal with this, I joined Toastmasters International two years ago, which I now attend regularly and give 5-10-minute presentations on various topics. Thanks to my improved communication skills, I can skillfully adapt my communication style to my audience, and convey ideas confidently, clearly and emphatically in both professional as well as more casual settings.

## Leadership

The above-mentioned skills all contributed greatly to the development of my leadership skills. This meant that, at my Event Cinemas job, I was able to progress from a minimum-wage employee to an Assistant Manager position in the space of fewer than two years; despite also being a student at the time. I effectively managed a team of six people in a way that helped foster a sense of community amongst the staff. This translated into a productive and efficient work environment, which saw many of the same customers returning frequently and leaving positive reviews online.

# EMPLOYMENT

## Event Cinemas — *Assistant Manager.* MARCH 2016 - AUGUST 2018

## Viva Mexico — *Supervisor.* JANUARY 2013 - MARCH 2015

# EDUCATION

## The Career Academy — *Event Management Certificate.* SEPTEMBER 2018 - SEPTEMBER 2019

## Carmel College — 2010 - 2016