

## **Simon James**

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A Business and Management student with strong organisational ability; skilled at working closely with others in a team environment, communicating effectively, and with a flexible approach to work. Currently looking for a part time role in a customer services environment.

### **EDUCATION AND QUALIFICATIONS**

#### **2024 - 2027 University of Portsmouth BSc (Hons) in Business and Management Studies**

- This course provides skills and knowledge needed to excel in an evolving global business landscape, studying subjects such as marketing, finance, managing people and operations.

#### **2017 - 2024 Stubbington High School**

- A Levels: Mathematics (C) Business Studies (B) and English (C)
- GCSEs: 9 subjects A-D, including Mathematics and English

### **RELEVANT SKILLS**

#### **Communication**

- Presented project work both individually and as part of a team during the 'Marketing Principles and Practices' module, involving preparation of PowerPoint slides to deliver to a varied audience, and producing a written report.
- Liaised with younger students and teachers in role as mentor at Stubbington High School – developed verbal and written communication to assist explanation of mathematical equations when supporting Year 9 students with their Mathematics homework.

#### **Teamwork**

- Actively participated in a team of 4 to produce a business plan for an assessed project. Initiating and arranging a social event addressed communication differences effectively, improving collaboration and successful project completion.
- Support my football team through encouragement, praise and positive attitude to keep up morale during games.

#### **Time Management**

- Create 'To-do' lists to organise daily tasks and planning completion of academic assignments to specific deadlines, whilst keeping a flexible approach to manage unexpected changes and reprioritising where necessary.

#### **Leadership**

- 2019-2021 Captain of Stubbington High School Football Team, developing leadership skills and ability to keep team focused and motivated.
- Regularly attended training sessions to develop coaching skills to lead the junior team effectively.

### **LEISURE INTERESTS**

- Enjoy playing and watching football, playing the guitar and swimming.
- Other interests include keeping up-to-date with current affairs and watching business programmes on TV.

**References available on request**