

CV Examples

Generic template CVs

LCF Graduate Futures

Your Name

Email:
Phone:
LinkedIn / Portfolio:

A driven individual with a passion for all aspects of the evolving cosmetics industry. An enthusiastic energy within a team with the ability to strive independently to meet personal goals.

Key Skills

- Formulation
- Microbiology
- skin biology
- cosmetic legislation
- lab report writing
- written/verbal communication
- report and analysis
- commercial awareness
- cosmetic marketing

Employment

Rodial Skincare - Brand Ambassador, April 2013 - Present

- Mobile Brand Ambassador travelling between various luxury stores in the London region boosting sales, training staff members and increasing brand awareness within store, with customers and via social networking
- Stores visited include Space NK (all London branches) and Harrods

Boots - Sales Assistant/Beauty Advisor, February 2010 – July 2012

- Till operation, money handling, controlling stock, opening and closing of the store as well as general customer services
- Beauty consultant for the brand No7 promoting new and limited edition products, upselling, selecting and advising customers on the right product dependant on their needs and preferences in makeup/skincare
- Maintaining the appearance of the beauty section, male and female fragrance counters

Freelance Makeup Artist, 2010 – Present

- Focused on special occasions for friends and family, children's parties and voluntarily for teens suffering with physical disabilities

Other Work Experience

Sintillate - Data Collection Oct. 2012 – April 2013

- Personal data collection from new clients to ensure a repeat client base via a weekly email subscription

Hill Taylor Marketing - Market Researcher Oct. 2008 – May 2010

- Fast paced market research carried out on behalf of a wide range of clients such as county councils and environmental agencies Utilised IT and telephone skills Increased accuracy of data handling and reporting to deadlines

Otter Vale Products - General Assistant 2006-2010

- General assistance with stock, deliveries and secretarial duties

Education

University of the Arts London, London College of Fashion, 2012 - Present

- MSc Cosmetic Science – Year 2 (Undergraduate level)

Exmouth Community College 2003 – 2010

- A-Levels: Human Biology (C), Psychology (C), Photography (C)
- GCSEs: 10 A-B GCSEs including double award Science (A&B) and Maths (A)

Interests

Volunteering in Ghana April, 2011 - Taught literacy and maths, renovated school buildings and travelled the country.

YOUR NAME

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An open-minded, approachable and resourceful student from London College of Fashion with experience in sales, press and marketing. A commercially aware individual committed to furthering achievement, and utilising creative and technical dynamism. Self-motivated and willing to learn, looking for a role in Press and Marketing.

CAREER HISTORY

Editorial Assistant: Vogue Fashion Awards, 02/17 – Present

- Writing and publishing articles weekly covering celebrity fashion, fashion week and style trends

Vice London: Social Media, & Marketing Intern, 01/16 – 04/16

- Assisting in company launch through creating and maintaining all social media accounts
- Assisting with creating the brand website and data input
- Created and manage product inventory
- Liaising with press, designers and clients
- Assisting with in-store management and opening/closing store daily

Surgery Public Relations: Press Intern, SS17 01/16

- Liaising with guests, photographers and interviews
- Organising backstage press attendance
- Organising interviews with designer

Outsource Australia: Marketing Intern, 03/15 – 05/15

- Focused on customer acquisition through creating and hosting local events
- Conducted B2B presentations
- Projecting and tracking sales objectives

WORK EXPERIENCE

Saint Laurent House of Fraser: Sales Associate, 10/16 – Present

- Working with luxury leathers and exotic-skin materials
- Regularly exceeding personal KPI and sales targets
- Practicing and implementing values of selling ceremony
- Cash management and opening/closing tills daily

Superdry: Sales Associate, 10/15 – 10/16

- Acquiring and maintaining client relationships
- Regular customer personal styling appointments
- Learning specialist skills including alterations (particularly suiting), merchandise monogramming and assisting with styling trunks

EDUCATION

BA (Hons) Fashion Public Relations and Communication

London College of Fashion,
2015 – 2019

Victorian Certificate of Education

Highvale Secondary College,
2009 – 2014

Certificate III in Hospitality

CBD College, 2014

Certificate II in Retail Warehousing Operations

Kirana College, 2015

SKILLS & ACHIEVEMENTS

- LCF Course Representative
- Conversational Proficiency in Malaysian
- Proficient with Microsoft, Mac, SPSS, Word Press & Adobe applications
- Experienced user in social media and online content-sharing platforms
- Worked on a collaborative university project with ASOS

Your Name

Phone

Email

Social Media / Portfolio

A Fashion Design and Development student at UAL London College of Fashion. Has previous work experience in a design studio team for a ready-to-wear brand and assisted during London Fashion Week for SS17 and AW17. Proven reliability and commitment to a team, as well as confidence in own ability. Particular area of strength is with the technical development of patterns. Keen to develop skills in fabric and product development.

Industry Experience

Design Studio Intern – Fashion Studio, August 2016 – July 2017

- Communicating with the designer and pattern cutters creating the final samples
- Sewing toiles and hand finishing garments
- Preparation for London Fashion Week working with stylists and PR companies
- Organising the models and dressing backstage
- Backstage Dresser SS17 and AW17

Pattern Cutting Internship – ASOS, July 2015 – June 2016

- Pattern cutting for a new menswear brand.
- Seamstress/pattern alteration duties/bleaching and dying fabrics
- Contributing to brand ideas and designs

Work Experience

Sales Associate - New Look, November 2016 – Present

- Styling customers
- Visual Merchandising
- Mail order, delivery and stock replenishment
- Completing weekly KPI sales documents
- Tills – sales, returns, store cards

Sales Team - Next, July 2013 – January 2016

- Part-time seasonal role working alongside studies during non-term time.
- Providing outstanding customer service
- Resolving customer complaints
- Monitoring and rotating stock/visual merchandising

Technical Skills

- **Technical:** Hand and machine sewing, flat pattern cutting, on the stand draping, toiling, research and analysis, pattern alterations, samples.
- **General:** Communication, customer service, teamwork, independent study.
- **Software:** Microsoft Office package, CAD, Adobe Creative Suite.

Education

BA (Hons) Fashion Design and Development
September 2015 - July 2019 (Currently studying)
UAL, London College of Fashion

A-Levels

September 2013 – July 2015
6th Form College
Fashion & Clothing (BTEC): Di*Di*

- Art: A

AS Levels

September 2013 – July 2014

- EPQ Fashion Forecasting: A
- Dance: B

GCSE's

September 2010 – July 2013
Secondary School

- 12 GCSE (A*-B)

Interests & Achievements

- Dance Leadership Award
- County Level Athlete in high jump
- Sport hobbies include Tennis and Running
- Interest in classic musicals and theatre

Your Name

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Graduate of London College of Fashion with BA (Hons) Creative Direction for Fashion, passionate about the Stella McCartney brand and its sustainable and ethical ethos. Dedicated to pursuing a career in digital marketing and communications within the luxury fashion and lifestyle industry.

Primary skill set includes graphic design, art direction and asset production for fashion media publishing and digital marketing across online platforms and social media. Previous experience with editorial, social media and digital content design working creatively across multiple platforms in the art and digital departments of companies including Dazed & Confused, VICE Magazine and Penguin Books.

PROFESSIONAL SKILLS

- **Adobe CC:** InDesign, Photoshop, Illustrator, Premiere, After Effects and Media Encoder.
- **Microsoft Office:** Word, Excel, PowerPoint.
- **Additional:** Knowledge of WordPress, HTML/CSS and video compression techniques across platforms.

INDUSTRY EXPERIENCE

July 2014-January 2015: Intern Office Assistant, Penguin Books

- Update of digital platforms and promotions including the online Depop store and mailing list.
- In-house photography and product copywriting for new books and product releases.
- Front-of-house office duties including meeting preparations, invoices, post and arranging couriers.
- Assistance in the preparation and running of events including the release of the Gosha Rubchinskiy Crimea/Kids fanzine as part of the event Culture Now: Gosha Rubchinskiy held at The ICA.

February 2014-April 2014: Editorial Intern, Vice Magazine

- Assistance to the Fashion Director and Fashion Editor in the management and planning of digital content for the 'GARAGE Go-Sees' project across all social media platforms during Paris Fashion Week 2014.
- Production of multi-platform digital content including video animation, GIFs, promotional imagery and copywriting for GarageMag.com and GARAGE Magazine's social media platforms.
- Assistance to the Online Manager and Editorial Director in the planning of digital content and the daily update of all of digital platforms.
- Design of marketing content and project proposals for GARAGE Magazine and GarageMag.com including the communication of the 'Blippar' app in accessing interactive print content throughout the magazine.

October 2013-February 2014: Design Intern, Dazed & Confused Magazine

- Assistance to the art department in the design of the front- and back-page layouts of Dazed & Confused.
- The creation of original online promotional content including GIFs, image-collages and web banners for DazedDigital.com and AnotherMag.com.
- Assistance in the research and production of titles for use in the current and upcoming issues of the magazine.
- Assistance to the marketing department with the production of promotional press and events packages.
- Sourcing of imagery and research for both online and print and the update of the flat plan for the magazine.

EDUCATION

2012 – 2015

London College of Fashion, BA (Hons) Creative Direction for Fashion

Grade: First-Class Honours,

Visual communication, art direction and multimedia design

2011 - 2012

Central Saint Martins, Foundation Diploma in Art and Design

Grade: Distinction

YOUR NAME

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PROFILE

An ambitious and driven individual currently studying Fashion Management at London College of Fashion. Able to work under pressure with excellent commercial awareness and strong analytical skills. A resourceful determined thinker, aspiring to pursue a career in fashion merchandising.

KEY SKILLS

- Analytical problem solver with the ability to learn new skills easily, accurately and confidently. Ability to review, analyse and assess situations and projects with strong, competitive industry knowledge and commercial awareness.
- Able to competently use both PC and Mac operating systems. Skilled in all Microsoft Office programs and have worked in allocation using F.A.M Operating system.
- Ability to establish and maintain good relations with the general public, fellow workers, associates and management. Can work independently and cooperatively within a team environment, with excellent listening skills and verbal communication.

WORK EXPERIENCE

Base London Ltd- Merchandising Assistant

Essex (July 2014- present)

- Interim line manager for 4 months, in which I trained two new members of staff
- Managed merchandising department, covering holiday periods
- Weekly budget vs actual and like for like analysis, presented to management
- Liaising and planning Warehouse logistics, including in-transit shipments, stock movements and day-to-day running of warehouse.
- Buying plan and buying responsibilities
- Liaising with Indian, Chinese and Portuguese factories to ensure orders are manufactured and transported on schedule.

Jigsaw- Sales Associate

London (January 2014- June 2014)

- Exceptional customer service
- Styling customers and personal shopping
- Processing orders
- Tailoring services

Kurt Geiger flagship store- Head Cashier

London (January 2013- December 2013)

- Highest levels of customer service
- Working closely with the management team
- Sales reports and figures
- Training newer members of staff to operate the till systems

EDUCATION

London College of Fashion, UAL, 2012-present

BA Honors degree in Fashion Management

- Key disciplines include buying and merchandising, including visual, as well as fashion analysis, marketing, management and entrepreneurial skills.

Currently enrolled in Japanese language short-course

Barton Peveril College, 2010-2012

- Three A grades in A-level Biology, Geography and Dance, AS levels in Art and Sculpture, Level 1 certificate in Japanese

Brookfield Community School, 2005-2010

- Completed 13 GCSES (A*-B), receiving A's in English, Science, and Math

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Ambitious, motivated and determined Contour Designer, who strives for excellence. Natural and developed creative skills offers meticulous attention to detail while still providing high quality results. Working well both independently and part of a team, with experience in multiple design roles. Interested in pursuing a career within design for swimwear/lingerie.

SKILLS & ACHIEVEMENTS

- Bespoke Design and Bridal Design
- Adobe Illustrator & Photoshop
- First Place Winner, Swimwear Design: European Design and Product competition by Mare di Moda
- World Challenge Expedition in Namibia: Leadership, group management, role delegation, adaptability and entrepreneurial fundraising.

WORK EXPERIENCE & INTERNSHIPS

Fleur of England Pattern Cutting Intern, 08/2015 – Present

- Lingerie pattern cutting and machine work
- Stock management and preparation of sales for selling

Elite Couture Corsetry Design Assistant, 04/2015 – 07/2015

- Involvement in corsetry construction and embellishment

Alison Hayes Group Design Intern, 01/2015 – 04/2015

- Jewellery and bridal accessories design
- Sales/show assistant and admin tasks
- Brand and publicity artwork developer

OTHER PAID WORK

Fiona Dashwood Couture Sales Assistant, 01/2013 – 03/2015

- Involvement in customer consultations and arrangement of store display
- Sales/show assistant and admin tasks

Co-Operative Food, Sales Assistant, 10/2011 – 01/2013

- Customer interaction, cashier and stock management
- In-store baker

EDUCATION

BA (Hons) Fashion Contour

University of the Arts London, London College of Fashion, 09/2014 – Present

- Pattern cutting machine work for lingerie/swimwear/nightwear
- Designing ranges considerate to consumer needs
- Creative collaborative projects with brands

Hayes College

- Art & Design Foundation: Distinction

Surrey School

- A Levels: A*, A, B

INTERESTS & ACHIEVEMENTS

- Dance Leadership Award
- County Level Athlete in high jump
- Sport hobbies include Tennis and Running
- Interest in classic musicals and theatre