Final Year Commerce Graduate, targeting Graduate Programmes in Finance

**Name of Student**

Address: ………………………………………… Mob: …………………………….. Email: ……………………..

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| **Education** |  |

UNIVERSITY COLLEGE CORK (Date-Date)

**B. Comm. (Hons.) Degree**

Final Year Results**: 2.1,** including **1.1** in Econometrics

**Subjects:** **Major:** **Economics** – Financial Economics, Economics of Corporate Strategy, Industry Structure & Competition, Business Econometrics

**Minor:** Business Finance, Operations & Project Management**.**

Note: 1H highlighted in Econometrics.

Note: Selection of Subjects:

Also: Relevant Final Year Project.

**Final Year Project: (Team of 4)**

**Operations Management:**

* Developed a strategy to run a simulatedFactory online.
* Compiled a tactical plan and produced a final summary.
* **Result 80% (1.1)**

NAME AND ADDRESS OF SCHOOL (Date-Date): **Leaving Certificate:** Awarded **460** points out of 600.

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| **Relevant Work Experience** | Note: Heading – i.e. “relevant”  Note: Skills are language and integrated as part of the day-to-day work. |

NAME AND ADDRESS OF COMPANY ( Date-Date)

**Finance Department.**

* Member of Accounts Receivable *team* that manages all invoices issued and deals with customers in relation to accounts.
* Dealt with all incoming cheques. Inputted into Maximo and Oracle AR. Created batches, lodged cheques and updated spreadsheets.
* Created, updated and reconciled bank reconciliation statements for the AR Dept. Identified and solved issues with Realex payments and projects in the statements.
* Handled disputes which arose in relation to billings issued.
* Interacted with the Trading & Settlements Team within the Regulation & Commercial Business Unit to ensure that all customer data was managed in a consistent manner.
* Applied the processes, procedures and policies as set out in performing maintenance with respect to the customer master data management.

Note: (this job was in 2nd year) – but is relevant to the current job application so moved into targeted heading (taken out of chronological date order).

NAME AND ADDRESS OF EMPLOYER (Summer 0000)

**Bank Clerk**

* Gained an insight into the workings of a Retail Bank, working as part of a small team, delivering high quality customer service.
* General duties included taking deposits for client accounts, cashing cheques, processing withdrawals, issuing money orders, cashier checks travellers’ cheques, accepting payment for customers' utility bills, opening accounts for new customers
* Verified signatures and customer balances
* Responsible for counting and recording cash - Balanced the cash drawer daily.
* Ensured customer's forms were completed correctly
* Assisted customers with standard enquiries regarding the status of their accounts.
* Trained to identify fraudulent transactions, and counterfeit bills according to established procedures.
* Identifying customer needs and cross selling the bank's products and services.
* Informing customers about foreign currency regulations and computing exchange value and transaction fee for currency exchange

3rd Yr Placement . Note integration of skills such as team working, communication etc – into the day-to-day work.

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| **OTHER WORK EXPERIENCE** |  |

NAME AND ADDRESS OF EMPLOYER(April-Sept 0000)

**Global Planning Department.**

* Member of Global Planning *team* that manages inventory and production in the Plant.
* Generated and issued reports on a weekly basis representing Back-order and Master Production Scheduling etc.
* Compiled and collated data on planning responsibilities, produced reports e.g. on inventory levels etc. using **Microsoft Excel, Business Objects** and **Oracle** applications.
* Cleaned Oracle database, loaded up-to date information
* Provided holiday cover for Global Planners and was trained to organise and chair meetings with maintenance, production supervisors and department managers at which I informed them of what products were to go on the production line based on information I had collated in reports.
* Liaised with Raw Material Planners, Purchasing, Quality, Production and Warehouse departments.
* Supported Planners on ad-hoc requests as needed to support the business.
* Dealt with expedite requests and internal requisitions on a global scale.

Interests demonstrate an overall “all-rounder” and team player – it also shows progression – the work history also demonstrates career progression, so the employer can see skills being developed from all aspects of this student’s life .

i.e. EVIDENCE of SKILL SET for the employer

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| **INTERESTS/ACHIEVEMENTS** |  |

**Volleyballl**

* Member of Senior *University College Cork Volleyball Team*.
* **Elected P.R.O.** University Volleyball Team in 0000 and **Treasurer** in 0000/00 ‘00/’00.
* Member of Schools Basketball team which reached the All Ireland Volleyball finals in 0000 and 0000.. Awarded title **MVP** (*most valuable player*).
* Member of Cork Volleyball Team in 00000.
* Fundraise in a **Voluntary** Capacity for Volleyball Club – i.e. bag packing etc.

**Gaelic Football**: Member of (Insert Name) Gaelic Football Club.

**Travel**: Enjoy travelling. America (*J1 Visa*), Canada, Asia etc.

**Other**: Full Clean Driving Licence

An IT skills section which highlights competency.

All other skills are demonstrated strongly through the CV.

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| **IT SKILLS** |  |

* Competent in Microsoft Office – Microsoft Word, Excel, Access and Powerpoint (ECDL)
* Completed 2 day Training in **Intermediate** and **Expert** level “**Excel”:**
* Working Knowledge of SPSS, STATA and Matlab (Statistical Packages), MS Visio
* Oracle, Realex, Business Objects and Maximo.

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| **REFEREES** |

Dr. First Name, Surname, Department of Economics, University College Cork. Tel. +353 (0)21 4900000 Email: [name@ucc.ie](mailto:name@ucc.ie)

Ms. First Name, Surname, Accounts Receivable Lead, Name and Address of Company.

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