

**James Miller**

**Curriculum Vitae**

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**Date Of Birth: 19 June 1987**

**Profile Summary**

After recently completing my degree at Leeds University, I consider myself to be a well-motivated and enthusiastic individual, and have illustrated this while at university, as I was the final year representative and the year two Football captain. I am currently looking for a career in management, and see myself in three years as a senior manager for a successful London company.

**Degree:**

2006 - 2009      Leeds University      BA (Hon's) Business Studies 2:1

While studying at university I was hardworking, adaptable and resourceful, the course required me to be versatile and equipped me with a number of essential skills such as communication, presentation, IT and general business skills, which are transferable to any business environment.

**Key Achievements:** Being a final year representative, required me to manage my time, organise meetings with other year representatives and report to the Deputy Year Head.

**Skills:** While at university I have developed a number of other skills. Leadership skills while representing my year, which also required me to communicate accurate information to course members and year heads. I also studied an additional evening course to enhance my language skills to further increase my career prospects.

**Work Experience:**                                  Student Union Bar                                  Bar Person

Starting in year one and leaving to concentrate on my studies in year three the student's union bar as well as allowing me to earn extra money, has required me to work with others as part of a team. Here I was also responsible for cashing up the till at the end of the evening and training new staff.

**College:**

2004 – 2006      Halifax College                                  Business Studies, Statistics, Mathematics,  
Accounting & Finance

My experience at college helped me to develop my financial and accounting skills, as well as my general business awareness. Courses that I excelled in was statistics, accounting/finance and sales where I achieved over 60%.