

Harriet Smith

25 Happy Lane, Bristol BN1 2SS

07789 721 345

harrietsmith@hotmail.com

Personal Profile

I am a dedicated student, with a real passion for learning and the arts. I am keen to start my career in a digital marketing role as I have a interest in computers and communication. I have undertaken volunteer work in the past to gain experience in these areas, and I am now looking to progress my career in this area using and developing these skills. I am hard working, and a fast learner, and enjoy problem solving.

Employment History

June 2011 - Present	Scout I volunteer part-time for the animal charity Scout, assisting the Marketing Manager with their social media campaigns. This includes generating followers and researching interesting articles and content to our social media platforms.
February 2010 - Present	Morrisons I work on the customer services desk attending to customers that have complaints or issues with their purchases. Additionally I work on the tills, help customers around the store and assist with stock checking.

Education

2011 – Present	West Thames College AS Levels –Business (B), English (A), Sociology (A)
2009 – 2011	Surbiton High School 10 GCSE's – Grades A-C

Skills

- Generating new followers/likes on Facebook and Twitter
- Typing Speed 55WPM
- Proficient with the use of Microsoft Word, Excel and Powerpoint
- Communication and problem solving

Interests

- I volunteer for Cancer Research UK as a steward at their events throughout London
- I enjoy listening to music, reading and exercising.

References available on request.