

# Richard EXAMPLE

## PERSONAL INFORMATION

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Date and city of birth: 18 November, 1991, New York, New York, USA

Address: 58 Collingham Road SW5 London UK

Tel: +44 7757685362 (UK) or +39 335 6815909 (Italy)

Mail: [richardexample@gmail.com](mailto:richardexample@gmail.com)

Nationality: American

## EDUCATION

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| 2009 – 2013 | BA Honors in Economics at XY University, New York, USA. Main modules: business administration, quantitative analysis, strategic marketing, organization.<br>Title of final dissertation: "Future trends in the USA automotive market." Final grade: [to be specified] |
| 2008        | High School Diploma at XY School in New York. Final grades: [to be specified]   |

## PROFESSIONAL EXPERIENCES

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| Dec 2015 – Jun 2016 | <b>Vodafone UK – London, United Kingdom</b><br>Six-month internship program as Junior Sales Support in the Sales Department of Vodafone UK. |
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Main activities included:

- ✓ Providing sales and administrative support
- ✓ Preparing and maintaining monthly, weekly and daily sales analysis
- ✓ Updating the status of sales order in the company database
- ✓ Monitoring sales trends and correlating performance against monthly sales goals
- ✓ Attending Vodafone networking and promotional events to develop and maintain contact with potential clients

Main skills and competencies developed: analytical skills, problem solving, working under pressure and with tight deadlines, team work.

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| Sept 2013 – Aug 2014 | <b>Joseph – London, United Kingdom</b><br>Shop Assistant in the accessories department of Joseph in South Kensington (London). This experience has helped me to understand Joseph's products and clients, together with the brand's strategy. Main skills and competencies developed: customer relations and team work. |
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| Jun 2012 – Aug 2013 | <b>Soho Hotel – New York, USA</b><br>Concierge at the Soho Hotel in New York. Main skills and competencies developed: customer relations, working under pressure, attention to details. |
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## LANGUAGES

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- ✓ English: Native
- ✓ Italian: Fluent, certified by the CILS examination (*Certificazione di Italiano come Lingua Straniera*).
- ✓ Spanish: Advanced

**IT SKILLS**

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Highly literate in computer applications: MS Word, Excel, PowerPoint, Internet Explorer, Outlook Express.

**INTERESTS**

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Professional volleyball player from 2006 to 2011. Independent travel. I have a strong interest in the Italian culture. I am open to relocation to Italy and abroad.

*I agree to disclose my personal information according to the law 196/2003.*