

## **Lisa Smith**

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### **Personal Profile**

A hardworking, committed and confident secondary school pupil with strong interpersonal and timekeeping skills currently seeking employment in the retail sector. With volunteering experience and excellent communication, decision making and organisational skills.

### **Education**

2015 – present Glasgow Secondary School

Achieved 5 Highers including Business Management, English and Mathematics and 6 National 5s. Current subjects include Advanced Higher English and Higher Spanish.

2008-2015 Glasgow Primary School

### **Experience**

July 2019 Work Placement Top Design Ltd

Two week work experience placement. Shadowed Product Designers, observed meetings with customers and assisted with the preparation of customer orders. Also given responsibility for administrative tasks.

### **Voluntary Work**

2018 – present Leader GirlGuiding

Leader at a local GirlGuide unit with responsibilities for organising games and activities, assisting with the leadership of the unit, taking part in training events and mentoring the younger members of the unit. Has development skills in planning, teamwork and awareness as well as gaining qualifications in First Aid.

## **Skills and Qualities**

- Excellent written and verbal communication
- Strong IT skills
- Confident using Microsoft Office software
- Able to work both independently and as part of a team

## **Achievements**

### Duke of Edinburgh Bronze Award

Last year I achieved the Duke of Edinburgh Bronze Award following the completion of voluntary work at GirlGuiding, developing a new skill by learning to play piano, undertaking physical activities by attending fitness classes and participating in an overnight expedition.

### Grade 4 Piano

In 2018 I was examined in and was awarded Grade 4 Piano with Merit from the Royal College of Music.

## **Miscellaneous**

### School Prefect

This year I was selected to become a School Prefect responsible for assisting at school events, attending pupil council meetings, supporting and mentoring younger pupils and conducting tours of the school for visitors.

### School Events Committee Member

Member of the Events Committee with responsibilities for attending all meetings punctually, assisting with the organising and running of school events, fundraising and promoting events to younger pupils. I am also responsible for recording and distributing the minutes of the meeting to all committee members.

## **Hobbies and Interests**

- Music and piano
- Fitness
- Reading

## **References**

References available on request.