

ZARA BOND

64 Dunstan Close, Bristol BS35 3QK

07912345678

zara.bond@example.co.uk

PROFESSIONAL SUMMARY

Hardworking student with good study skills, strong academic record and readiness to take on demanding assignments. Applies education and personal talents to learn new subjects in detail and delve into challenging topics. Learns quickly and brings advanced Microsoft Office abilities.

SKILLS

Digital skills

- Fast learner with digital apps and software
- Proficient in Microsoft Office

Numeracy skills

- Quick calculations
- Great attention to detail

Excellent communication

- Well spoken
- Great listener
- Good English skills

Training and development

- Willing to learn on the job
- Happy to take out-of-hours training

Teamwork and collaboration

- Team player
- Capable of following instructions
- Easygoing and approachable

Self-motivated

- Eager to please in a new role
- Energetic and physically fit

EDUCATION

Expected in 2023 GCSEs: Projected 9-5 - Maths, English, Science, IT, PE, Geography, History, French
Clifton High School - Bristol

ACCOMPLISHMENTS

- 100% Attendance, Clifton High School - 2022
- School Netball Captain, Clifton High School - 2020-2022
- Duke of Edinburgh Award, Silver - 2021

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