**Jo Smith 54 Long Street, Anytown, XP9 8JQ 07777888999**

I am a final-year maths undergraduate with customer service and sales experience in the energy industry. As a tutor and maths club coordinator I can explain maths concepts to all ages and abilities. I am keen to use my maths and commercial skills to train as an energy industry analyst.

Education

**University of Birmingham (2016-2019)**

BSc (Hons) Mathematics. Predicted 2:1.

Modules included mathematical modelling, mathematics in industry, real and complex analysis and mathematical finance.

**Any Town High School (2008-2015)**

A-levels: maths, physics, chemistry. AS-level geography.

9 GCSEs including English language and English literature.

Employment

**Inbound customer service adviser, Energex UK call centre (2016-2018)**

* Helping customers assess energy costs and tariffs
* Ensuring quality and compliance standards during the switching process
* Meeting and exceeding sales targets consistently

**Maths tutoring for 11+ (2015-2016)**

* Assessing pupils level of maths and confidence in their abilities
* Preparing and delivering individual lessons. 100% pass rate of students

Volunteering

**Coordinated Year 7 and 8 lunchtime maths club (2013-2015)**

I started Math Buzz so younger pupils could enjoy and succeed at maths. I had to publicise the group and recruit members. I also had to devise a programme of weekly activities. We had a waiting list at the end of the first term and teachers reported that pupils were achieving more in class as a result of the club.

Activities and achievements

Anytown High School Heads' Award for School Service for creating and running Math Buzz, Duke of Edinburgh Bronze and Silver Awards.

Sports

* Member of Birmingham University Cricket 2nd XI
* Captain of Anytown School Cricket 1st XI
* Member of Anytown Rugby Club Under 18's XV