

Oliver Kerr

BSc Business Management Student

Contact

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Experience

Ecommerce Web Administration • Big
Furniture Warehouse • March 2020 - Current

- Part-time job during Covid-19 pandemic alongside my university studies.
- Gained experience in ecommerce and website maintenance e.g. adding ALT Text to images (helps visually impaired customers and improves SEO rankings), editing product descriptions, assigning shipping groups etc.
- Conducting data integrity checks and resolving errors, through previously authorised initiative or liaison with senior management.
- Undertaken frequent training and received additional responsibility.
- Working individually but also collaboratively with my manager through Microsoft Teams and emails.

Prefect and Subject Ambassador • Devonport
High School for Boys • September 2017 – July 2018

- Member of 6th form Prefect and subject ambassador teams for Business and Economics.
- Lunchtime supervision of lower school students, and available ad hoc to aid any students with business studies work.
- Invigilated the mock and real 11+ exams, gave tours of the school and helped run 'meet and greets' with students' families.
- Welcomed external speakers into the school and gained an insight into opportunities available – including speaking with alumni participating in graduate schemes from the Bank of England, PwC and other firms.

Summary

I am an ambitious, hard working and personable individual looking to partake in a year-long placement in the business world to aid my studies.

I am currently studying for a BSc Business Management degree at the University of Plymouth. I also have experience in Web Administration (specifically Ecommerce).

Education

September 2019 – current

**Undergraduate • BSc Business Management •
University of Plymouth**

Modules completed to date include:

- World of Enterprise and Organisational Management
- Entrepreneurial Thought and Action
- Organisational Behaviour
- Essentials of Marketing
- Business Accounting
- Business Economics

All completed in first year of study – achieving a 1st Class Honours grade for the year.

September 2017 – June 2019

**A-Level Student • Devonport High School for
Boys**

- Business – A
- Economics – A
- Computer Science – D

September 2012 – June 2017

GCSE Student • Devonport High School for Boys

Achieved 11 GCSE's A - B including:*

- Mathematics - 8
- English Language - 6
- English Literature – 7
- Business Studies – A*
- ICT – A*

Skills

IT Skills:

- Achieved A* in ICT at GCSE
- Confident in Microsoft Office packages
- Familiar and up to date with various forms of social media

Teamwork:

- Worked as part of a team in various university modules to deliver presentations and reports whilst achieving top grades
- Played team sports competitively from a young age, whilst still playing small-sided football now in my free time
- Worked closely in a very small team of 2, rarely 3 people within my current part-time job

Communication:

- Worked with different audiences (e.g. students, parents, visitors) whilst at school, communicating with them all effectively in a different yet appropriate manner
- I have shown flexibility in communication within my part-time job and studies, communicating efficiently through emails, phone calls, video calls and face-to-face. This also shows that I am adaptable and will thrive in varying situations, which I deem important given the current global circumstances

Attention to Detail:

- Every task that I am allocated with my job, I will do my utmost to ensure that I complete it to the highest possible standard

Interests

- Going to the gym
- Running
- Football (playing and watching)
- Technology and innovation
- Socialising with friends and family

References

Available upon request.