

# TYLER BARTHEZ

Business and Management Undergraduate with Professional Placement Year

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## Professional Profile

I am a highly ambitious and performance-driven individual who has completed a 12-month Corporate and Commercial internship. Throughout the course of my professional development and studies, I have tailored my approach to learning and developing new skills, and knowledge in various settings. Additionally, my ethos of delivering high quality client experiences has helped me meet and exceed expectations. Thus, with an ever-growing interest in emerging technologies and their abilities to provide enhanced services, I am seeking an opportunity to work for an organisation delivering lasting change.

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## Education

**Bachelor Business and Management** (*Predicted 1<sup>st</sup>*)

**September 2016 - June 2020**

**Bath Business School, BSU**

**Key modules:**

- **Operations and Project Management:** The module focused on the delivery of an organisation's promise or value proposition. A range of theories and models were explained and assessed in order to highlight how companies can maximise their offering.
- **Leadership and Management:** This module covered various principles involved in leading, managing and working co-operatively, highlighting the diversity and importance of effective leadership practices throughout organisations.
- **Business and Management Dissertation:** I am researching the impact of machine learning in financial services, as a tool of increasing customer value.

**Certificate III and IV in Fitness**  
**The College of Health and Fitness**

**2013 – 2014, Brisbane, Australia**

**Queensland Certificate of Education**  
**Kelvin Grove State College**

**2009 – 2013, Brisbane, Australia**

UK A-level equivalent: *Math (B), English (C), Business Organisation Management (B), Italian (A) & Geography (A)*

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## Professional Highlights

**Royds Withy King, Bath**  
**Corporate, Legal Assistant**

**August 2018 – August 2019**

Royds Withy King, a UK top 100 law firm that advises clients on business and personal matters across the full spectrum of commercial and private law sectors.

- In this role I was tasked with performing clerical and administrative work requiring knowledge of legal terms, documents and procedures to help individuals and the wider department.
- Demonstrated strong project management abilities when organising various department events and team building activities.
- My time management and organisation skills were emphasised through my ability to manage a personal diary as well as support colleagues. I was also able to draft and format various documents and precedents, because of my strong command of Microsoft office tools, whilst also being exposed to various online management systems.
- Communication skills were heightened through extensive internal and external interactions, as well as handling all new enquiries for the department.
- Responsible for the client on-boarding process, which helped develop my client relationship skills. This exposed me to various aspects of client management by ensuring existing relationships were maintained and taking on new instructions, keeping files up to date and extending invitations to various company events.
- My networking capabilities were developed through my participation at various charity quizzes and sporting activities, often hosted and attended by both clients and referrers of the firm.

## **Employment Summary**

### **Bath Spa Students' Union, Bath Gym Instructor**

**September 2019 – Present**

- I am responsible for the coordination of the gym, delivering 1-to-1 sessions and ensuring members safety, whilst working autonomously during my designated shifts.
- Additional duties include liaising with office staff to register new members and ensure their inductions are carried out appropriately.
- I must also ensure the weekly maintenance and cleaning of equipment and the gym.
- In this role, I also have the ability to conduct consultations and provide tailored training plans to members, as well as delivering personal training sessions.

### **Zero/Zero Nightclub, Bath Bar Assistant**

**April 2017 – Present**

Zero Zero nightclub is a vibrant and favoured destination for Bath's large student population, as well as attracting many young professionals and catering to various celebratory events.

- In this role I bartend in a high-paced environment.
- Additional duties include stock management and maintaining a clean and tidy workplace.
- I am actively involved in various promotional strategies on social media and in various commercial locations, including university freshers' fair and local stores, whilst also liaising with university societies.
- My strong work ethic is also demonstrated by my willingness to continue this role during my placement year and to date. As a result, this has enabled me to fund and continue my studies.

### **OFFICE Shoes, Bath Supervisor and Sales Assistant**

**April 2018 – August 2018  
January 2016 – June 2016**

- This leadership role meant I had to delegate fairly, in order to maintain the store's overall customer experience, as well as achieve various KPIs.
- Responsibility was taken for handling refunds and exchanges, completing end of day cash management and reviewing sales' figures and stock. These tasks were carried out in order to continually attract customers and meet their needs.
- In my sales position, I was able to meet various individual targets as a result of my attentiveness to customer needs and requirements.

### **Waitrose & Partners, Bath Waitrose Partner**

**June 2016 – September 2017**

I worked as a Food Service Assistant in one of the Partnership's flagship stores, serving customers across all food counters. I demonstrated my adaptable nature when I became cross-trained on all counters, including Bakery, Deli, Meat & Fish, The Waitrose cafe and the Food-to-go counter.

- In this role, it was my duty to carryout weekly stock ordering, ensuring the required amounts of produce were available.
- My flexible nature and ability to work as part of a team often meant I was relied upon to help the department by working overtime during busy trade periods or cover my colleagues' absences.
- Finally, working with food meant I had to complete extensive training and adhere to various health and safety, as well as food hygiene requirements.

## **Additional Information**

- I am passionate about health and fitness and because of my high levels of self-motivation I was able to place first in a junior bodybuilding competition and also play football competitively for my university.
- I have been elected as a student course representative for the academic year 2019/20, which requires me to be the communication link between my peers and academics.
- Fully bilingual in English and French
- Full and clean drivers license
- Accredited First Aider

**References** (*Available on request*)