

WILLIAM HIPKIN

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Personal Profile

Ambitious and motivated International Business student at the University of Liverpool with a strong work ethic and a genuine interest in how organisations grow, compete, and operate globally. I bring hands-on experience from customer-facing, operational, and team-based roles where I have developed confidence, adaptability, and professional communication skills. Known for being reliable, proactive, and quick to learn, I am eager to secure an internship where I can contribute value, take on responsibility, and continue developing within a fast-paced business environment.

PSL – Work Experience

June – August 2025 Doncaster, South Yorkshire

- Carried out data entry and helped maintain accurate company records.
- Supported debt collection activities, communicating clearly and professionally with clients.
- Met with potential new clients, building confidence and people skills in a business setting.
- Gained insight into how effective teamwork, organisation, and communication contribute to smooth business operations.

Greenkeeper: 2023 – to date (casual)

Pennard Golf Club - Swansea, Glamorgan

- Maintain outdoor sports facilities and green spaces to high standards.
- Work independently and reliably in all weather conditions.
- Demonstrated strong time management and responsibility.

Golf Caddy: 04/2023 - 09/2023

Pennard Golf Club - Swansea, Glamorgan

- Delivered excellent customer service to members and guests.
- Prepared equipment and facilities for daily operations.
- Assisted visitors, handled requests, and ensured smooth event days.
- Recognised hazards and acted quickly to maintain safety standards.
- Helped increase customer satisfaction through a friendly, professional approach.

Kitchen Assistant, 06/2022 - 08/2022

Southgate Club - Swansea, Southgate

- Took and prepared customer orders in a fast-paced environment.
- Maintained hygiene, safety, and food handling standards.
- Worked effectively within a team during busy service periods.
- Contributed to smooth operations and customer satisfaction.

Education

University of Liverpool

2024 – Present

BSc International Business

Gower College Swansea

A-Levels – Business (A), Level 3 BTEC Business Studies (DM), Welsh Bac A Level (B)

Bishopston Comprehensive School

GCSEs – Business Studies (B), Mathematics (B), Mathematics Numeracy (C) Biology (B), Chemistry (B), English (C), History (B), ICT (C), Physics (C) Welsh Bac (C)

Skills

- **Communication:** Strong written and verbal communication developed through client interaction and university projects.
- **Teamwork:** Comfortable collaborating with others to meet shared goals.
- **Organisation:** Able to manage deadlines and handle multiple tasks efficiently.
- **Adaptability:** Quick to adjust to new environments, systems, and responsibilities.
- **Microsoft Office & Data Management:** Confident using Excel, Word, and Outlook for administrative tasks.
- **Spanish** (Studying)

Additional Information

- Studying Spanish as part of the Degree.
- Completed a two-week Spanish language immersion at Don Quijote Language School, Madrid, developing conversational Spanish and cross-cultural awareness.
- I am interested in global markets, business development, and cross-cultural management.
- Available for internships or part-time roles during university studies.

Sporting Achievements

- County-level golfer for Glamorgan, demonstrating discipline, focus, and resilience
- Part of club team who won the Welsh team scratch competition 2020 and 2021
- British team finalist 2021
- Glamorgan team champion 2021 and 2022
- Representing University of Liverpool golf