Your Name

email@address.co.uk
07712 345678
99 Example Street, Example Town, Example City, EX4 3PL
[Find out more about which personal details you should include](#)

~~~~~~~~~~ PERSONAL STATEMENT ~~~~~~~~~~

[Find out how to write the perfect personal statement](#)

I am a successful Project Manager with expertise in project life cycles, planning, executing, controlling and closing projects delivering business value and delighting stakeholders.

~~~~~~~~~~ EMPLOYMENT HISTORY ~~~~~~~~~~

[Find out how to list your previous experience on your CV](#)

IT Project Manager

Telecommunicado Ltd | Birmingham | www.monster.co.uk
MM.YY > MM.YY

Achievements
- Took charge of a £multi-million systems integration which was successfully rolled out across 15 UK locations
- Successfully managed and won bid and project for six-figure project definition and design phase
- Managed of 60 employees across 4 locations including large offshore and third party contractors
- Led a team of technical staff through defining the requirements for several support applications for the use of customer services staff

Assistant Project Manager

Photo De Moto PLC | Birmingham | www.monster.co.uk
MM.YY > MM.YY

Achievements
- Promoted from IT Technician to Assistant Project Manager, ahead of 13 other internal and external candidates
- Planned and designed a disaster recovery strategy for the company, a project which was highly commended by the management team
- Analysed system requirements and developed a backup and restoration resolution in a 20% increase in system efficiency
- Produced detailed training documentation which aided a new system installation that was distributed to all staff members

IT Technician

International Mobilites | Birmingham | www.monster.co.uk
MM.YY > MM.YY

Achievements
- Relocated the network and office equipment including phone services resulting in a 50% cost reduction
- Provided database training in the company's UK Head Office for all the sales teams helping towards a 35% increase in company profits

~~~~~~~~~~ KEY SKILLS ~~~~~~~~~~

[Find out more about how to display the skills you have on your CV](#)

Technical Skills
- Microsoft Office
- Microsoft Project
- Microsoft SharePoint
- PHP
- SQL
- XHTML
- Java Scrip
- CSS
- Visual Basic
- Oracle
- Cisco Pix Firewall

Certificates
- Prince 2 Certified
- Project Management training (PMP) certification.
- Microsoft Certified Professional (MCP)

Memberships
- Association for Project Management (APM)

Languages
- French (fluent)
- Spanish (fluent
- Japanese (basic)

~~~~~~~~~ EDUCATION ~~~~~~~~~~

[Find out more about how to display your qualifications on your CV](#)

- BSc **Computer Science** (2:1)
  University of Birmingham

- A-Levels: **ICT** (B), **Maths** (C), **Biology** (B)
  Washwood Heath Technology College

- 10 GCSE'S including **Maths** (A), **Business Studies** (B), **ICT** (C)
  Bournville School Secondary School

~~~~~~~~~ PERSONAL INTERESTS ~~~~~~~~~~

[Find out what hobbies and interests to include on your CV](#)

Web Design | Shopping | Traveling | Reading | Football | Table Tennis

~~~~~~~~~ REFERENCES ~~~~~~~~~~

[Find out how to decide on your references](#)

References are available on request.