

## Task:

Choose any CV template from the internet and develop it using html and css and publish it on github.

[https://www.google.com/search?q=cv&rlz=1C1VDKB\\_svSE1002SE1002](https://www.google.com/search?q=cv&rlz=1C1VDKB_svSE1002SE1002)

[https://www.google.com/search?q=cv&rlz=1C1VDKB\\_svSE1002SE1002&source=lnms&tbn=isch&sa=X&ved=2ahUKEwilvo7xi6P6AhULTosKHR\\_jAY4Q\\_AUoAXoECAEQAw&biw=1680&bih=907&dpr=1](https://www.google.com/search?q=cv&rlz=1C1VDKB_svSE1002SE1002&source=lnms&tbn=isch&sa=X&ved=2ahUKEwilvo7xi6P6AhULTosKHR_jAY4Q_AUoAXoECAEQAw&biw=1680&bih=907&dpr=1)



## MICHELLE ROBINSON

GRAPHIC DESIGNER

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info@urmailaddress.com  
info@urmailaddress.com

### ABOUT ME

Motivated with 8 years of Area of expertise. Recognized for assessing operational needs and developing solutions to save costs, improve revenues, and drive customer satisfaction. Resourceful and well-organized with excellent leadership and team building record. Customer-oriented [Job title] with strong history of leading high-performance teams to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver

### WEBSITE & SOCIAL LINKS

Facebook:  
facebook.com/robinson

Behance:  
behance.net/robinson

Twitter:  
twitter.com/robinson

### WORK EXPERIENCE

GLOWPIXEL LTD  
Orlando  
2015 - 2016

LOREM IPSUM  
New York  
2014 - 2015

PIXELATE AGENCY  
New Jersey  
2013 - 2014

Senior Graphic Designer  
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

Graphic Designer  
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

Graphic & Web Designer  
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

### EDUCATION

UNIVERSITY OF UK  
Toronto  
2010 - 2012

COLLEGE OF ART  
New Ark  
2006 - 2010

Master in Web Develop  
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

Bachelor in Graphic Design  
Customer-oriented Graphic Designer with strong history of leading high performance team to meet or exceed objectives. Dedicated and hardworking with internal drive to deliver excellence.

# David Matthews

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Email: [name@hotmail.com](mailto:name@hotmail.com) | [Link to portfolio/professionell profil](#)  
Telephone: +44 000 000 000

## PERSONAL STATEMENT

*Professional. Methodical. Results-focused.* CIPD-qualified **HR and Recruitment Executive** with excellent record of achievement in both a fast-paced local recruitment business and a FTSE 100 enterprise organisation. Graduated in 20XX with a degree in psychology and earned CIPD qualification in 20XX. Superb IT skills, including all major Microsoft and Apple programmes as well as specialist knowledge of corporate HR systems such as SentricWorkforce and BambooHR.

A great communicator with outstanding interpersonal and stakeholder management skills. Fluent in both English and Swedish. Extensive experience with handling sensitive situations and highly confidential information. Resilient, flexible and able to excel under pressure; demonstrates exemplary time-management and commercial acumen.

## KEY ACHIEVEMENTS

**Company One:** Incorporated a new annual leave logging system to streamline personnel administration, reducing error rate by 25%

**Company One:** Secured a new, more cost-effective supplier relationship, resulting in a 6% increase in annual profits for the business

**Company Two:** Exceeded business development and KPI targets for seven consecutive months

**Company Three:** Chosen for interim assistant manager role due to consistently high performance and reliability

## EMPLOYMENT HISTORY

01/20XX – Present

### Human Resources Executive, Company One

- First point of contact for all Human Resources queries
- Provides administration support for processes, including recruitment and onboarding, contract changes and leavers
- Drafts contracts and offer letters for all new starters
- Responsibility for maintaining and updating HR system and ensuring updates are appropriately tested with IT department
- Assists with interviews for potential employees and current employee grievance procedures

05/20XX – 01/20XX

### Recruitment Consultant, Company Two

- Interviewed and liaised with candidates to assess strengths, requirements and suitability
- Provided sound and tailored career opportunity advice
- Managed end-to-end recruitment process from interview to offer
- Facilitated negotiations between clients and candidates
- Conducted all necessary administration and aftercare services in line with company policy

02/20XX – 05/20XX

### Customer Service Assistant (P/T), Company Three

- Worked alongside university studies in highly successful local cafe
- Organised private bookings and managed front of house
- Liaised with suppliers and organised stock rotation
- Completed weekend customer service course
- Took on interim assistant manager role when studies completed