

MAKE A JOB-WINNING RESUME IN MINUTES WITH OUR SIMPLE RESUME BUILDER

- ✓ Customizable, HR-approved, ready-to-use resume templates
- ✓ Step-by-step guidance and expert tips to create a targeted, job-scoring resume
- ✓ Free industry-specific, pre-written examples you can add with the click of a button

[BUILD MY RESUME](#)

Our Resume Maker Has Secured Jobs at the World's Best Companies:



Professional Resume Templates that Hiring Managers Love

James Miller

44 Shirley Ave, West Chicago, IL 60085, 563-438-6942
jmiller@gmail.com

PROFESSIONAL SUMMARY

A highly resourceful, flexible, innovative, and enthusiastic project manager. Possessing considerable experience of managing projects from beginning to end, defining the project plan, timeline, scope and executing the analysis before providing detailed recommendations. Having an impressive track record of delivering major operational improvement and of orchestrating people, schedules and resources for optimum productivity, efficiency and quality. Keen to find a challenging position within an ambitious company where I will be able to continue to increase my project management skills.

EMPLOYMENT HISTORY

IT Technician, International Mobilités Birmingham
Oct 2005 - Apr 2006
Operate and maintain information systems
Facilitating system utilization

IT Project Manager, Telecommunicado Ltd Birmingham
May 2007 - Current
Lead a team of technical staff
Planning, procurement and execution of projects

EDUCATION

Bournville School Secondary School Bournville
Sep 1999 - May 2001
10 GCSE's including Maths (A), Business Studies (B), ICT (C)

HONORS

Washwood Heath Technology College Washwood
Jun 2001 - Jun 2002
ICT (B), Maths (C), Biology (B)
Excellent notes in everything.

Simple

Blending a classic single column layout with helpful color accents and dividers for ease of reading, the Simple CV template is a balanced choice.

JAMES MILLER

44 Shirley Ave, West Chicago, IL 60085 | jmiller@gmail.com | 563-438-6942

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A highly resourceful, flexible, innovative, and enthusiastic project manager. Possessing considerable experience of managing projects from beginning to end, defining the project plan, timeline, scope and executing the analysis before providing detailed recommendations. Having an impressive track record of delivering major operational improvement and of orchestrating people, schedules and resources for optimum productivity, efficiency and quality. Keen to find a challenging position within an ambitious company where I will be able to continue to increase my project management skills.

EMPLOYMENT HISTORY

May 2007 - Current **IT Project Manager at Telecommunicado Ltd, Birmingham**
Lead a team of technical staff
Planning, procurement and execution of projects

October 2005 - April 2006 **IT Technician at International Mobilités, Birmingham**
Operate and maintain information systems
Facilitating system utilization

EDUCATION

September 2014 - May 2016 **BSc Computer Science (2:1), University of Birmingham**

September 2011 - May 2014 **A Levels: ICT (B), Maths (C), Biology (B), Washwood Heath Technology College**

September 1999 - May 2001 **10 GCSE's including Maths (A), Business Studies (B), ICT (C), Bournville School Secondary School**

HONORS

June 2015 - June 2017 **Board Member Mensa, Birmingham**

Professional

If you're looking for a design that is subtle, elegant, and combines the best of the old and new, the Professional CV template is the perfect choice.

JAMES MILLER

44 Shirley Ave, West Chicago, IL 60085 | jmiller@gmail.com | 563-438-6942

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May 2007 - Current
Lead a team of technical staff
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October 2005 - April 2006
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Facilitating system utilization

Education

BSc Computer Science (2:1), University of Birmingham
September 2014 - May 2016

A Levels: ICT (B), Maths (C), Biology (B), Washwood Heath Technology College
September 2011 - May 2014

10 GCSE's including Maths (A), Business Studies (B), ICT (C), Bournville School Secondary School
September 1999 - May 2001

Honors

Board Member Mensa, Birmingham
June 2015 - June 2017

Cool

This interesting Cool resume example uses a twin-column format and charming icons to differentiate sections.

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IT Project Manager at Telecommunicado Ltd, Birmingham
May 2007 - Current

Personal info

Phone: 563-438-6942
Address: 44 Shirley Ave, IL 60085
Email: jmiller@gmail.com

Skills

IT Technician, International Mobilities
Oct. 2015 - Apr. 2016
Operate and maintain information systems
Facilitating system utilization

Project Manager, Telecommunicado Ltd
May 2015 - Current
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EDUCATION

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Sep. 1999 - May 2011
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HONORS

Watshwood Health Technology College
Jan 2015 - Jun. 2015
ICT (B), Maths (C), Biology (B)
Excellent notes in everything.

Birmingham

Planning, procurement and execution of projects
June 2013 - June 2017
IT Technician at International Mobilities, Birmingham
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Facilitating system utilization

EDUCATION

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HONORS

June 2015 - June 2017 Board Member Mensa, Birmingham

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September 1999 - May 2011

Hobbies

Web Design
Shopping
Traveling

Languages

English
French
Spanish

Honors

Board Member Mensa, NY
June 2015 - June 2017

Using intelligent things

BIRMINGHAM
JavaServer
CSS
Visual Basic
JavaScript
HTML

Modern

This Modern resume example displays define sections with a traditional black-and-white color pattern.

Contemporary

This Contemporary resume example counts with thin lines and a classic single-column format that will make the perfect first impression on any hiring manager.

Creative

For a balance between lighthearted creative and serious profesional, the Creative CV template offers visualizations and a functional two column design.

RESUME TEMPLATES FOR EVERY JOB

Choose your favorite design and use our super simple, step-by-step resume builder to ignite your career and standout in the sea of applicants.

BUILD MY RESUME



Choose from Our Best Resume Templates

JAMES MILLER

INFO

Address: 44 Shirley Ave, West Chicago, IL 60185
Phone: 563-456-0452
Email: prolife@gmail.com

PROFESSIONAL SUMMARY

A highly resourceful, flexible, innovative, and enthusiastic project manager. Possessing considerable experience of managing projects from beginning to end, defining the project plan, timeline, scope and executing the analysis required to ensure the project is delivered on time and within budget. Adept at identifying opportunities for operational improvement and of understanding personal and professional requirements for optimum profitability, efficiency and quality. Keen to find a challenging position within an ambitious company where I will be able to continue to increase my project management skills.

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Jun. 2015 - Jun. 2017 Watshwood
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Excellent notes in everything.

COURSES

Jan. 2014 - Jun. 2017 BSc Computer Science (2:1), University of Birmingham

JAMES MILLER

INFO

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Phone: 563-456-0452
Email: prolife@gmail.com

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Honors

Board Member Mensa, Birmingham
June 2015 - June 2017

Skills

XHTML
JavaScript
CSS
Visual Basic

Hobbies

Web Design
Shopping
Traveling

Languages

English
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Jan. 2014 - Jun. 2017 BSc Computer Science (2:1), University of Birmingham

REFERENCES

Gary Cox from G.C. Projects Inc
gcox@projectsonline.com | 123456789

SKILLS

XHTML Advanced
JavaScript Expert
CSS Advanced
Visual Basic Advanced

Hobbies

Web Design, Shopping, Traveling

Stylish

This Stylish resume template has a single-column format, with thin dotted lines. Perfect to win-over any employer.

Trendy

This Trendy resume uses bright, blue color blocks to break sections. It's guaranteed to catch the eye of hiring managers.

Imaginative

This Imaginative resume template displays a visually pleasing dual-column design to highlight the candidates' skills.

SEE ALL STYLES

7200+ PROFESSIONAL RESUME EXAMPLES & SAMPLES

Need a job? Use one of our thousands of professionally-made resume examples.

BUILD MY RESUME



Choose from Our Best Resume Templates

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French
Spanish

Skills

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JavaScript
CSS
Visual Basic

Honors

Board Member Mensa, NY
June 2015 - June 2017
Using intelligent things

Courses

Business Analytics, International Business Academy
January 2017 - June 2017

JAMES MILLER

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English
French
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Vintage

This Vintage resume example incorporates a single-column layout with a traditional black-and-white color scheme.

Fresh

Use the latest style with this Fresh resume template. Its modern dual-column design uses visual elements to highlight a candidate's skills.

Visionary

For those creative professionals, this Visionary resume template is an ideal choice. The template is the perfect mix of professional and artistic. It allows job-seekers to display their skills in an aesthetic manner.

SEE ALL STYLES



HOW TO CREATE A RESUME?

BUILD A CAPTIVATING RESUME IN MINUTES!

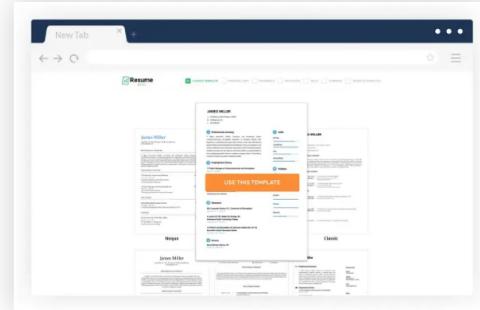
- 1 Select your favorite template.
- 2 Add your contact information.
- 3 Fill out your work history and education.
- 4 Select from our hundreds of job descriptions and skill examples, or input your own!
- 5 Review your resume & download it.

How Resume Build Will Help

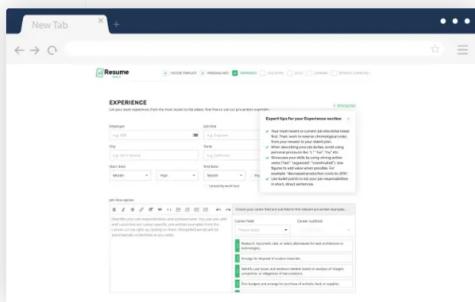
You Land The Job You Want

1. Gain Access to HR-Approved & ATS-Friendly Resume Templates

Making a professional resume is a breeze with our HR-approved resume templates. Forget about spending hours formatting your resume—our resume templates will do the heavy lifting for you. Each one is designed not only to exceed hiring managers' expectations, but also bypass pesky Applicant Tracking Software (ATS) that flags poorly formatted resumes.



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2. Get the Guidance You Need to Make the Perfect Resume

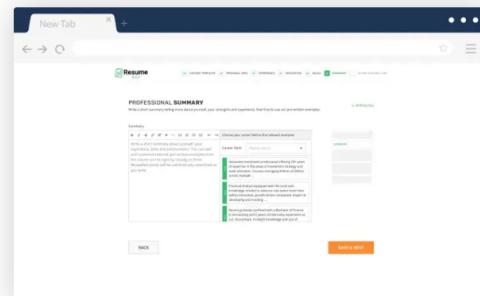
Our easy-to-use online resume builder has been fine-tuned by HR experts to create a resume that lands you the job you want. You'll find step-by-step guidance throughout the entire builder, expert tips, and dozens of industry-specific job description bullet points to make your resume shine. Thanks to its streamlined design, you'll be done and dusted in just 15 minutes.

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3. Our Resumes Are Easily Customizable and Downloadable

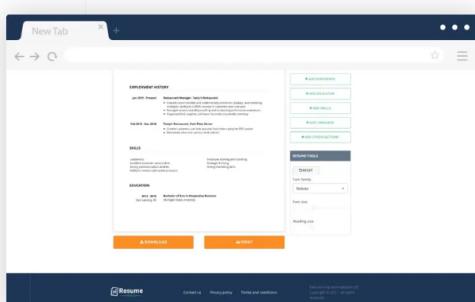
Adding a personal touch to your resume couldn't be simpler with our resume builder. Whether you want to change your resume's font, text size, header size, or add or delete sections, our resume builder has you covered. Once you're done, instantly download your brand new resume in MS Word and PDF formats at the click of a button. It's really that easy!

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4. Discover What Hiring Managers Really Want With Our Resume Samples

Do you ever wish you could see what a professional resume in your industry looks like? At Resume Build, we truly believe your successes are ours. That's why we asked our HR experts to create hundreds of industry-specific resume samples for you to freely view. Go on, take a peek today.



[BUILD MY RESUME](#)

THE RAGE IS ALL ABOUT US.

HERE'S WHAT PEOPLE ARE SAYING.



Mia Cooper

Easy to follow prompts and beautiful templates to choose from!! Started getting calls for job interviews a few days after submitting and applying the resume that I created with the help of this amazing website. It definitely stands out!



George Holand

Found this website really very helpful since I wanted to make my resume look super professional and eye-catching too...Finally, I was able to set up a perfect resume!!!



Allison Doman

Download took 2-3 seconds.....I made my CV while waiting in the queue to attend my interview! I loved the professional resume templates. Thanks for this useful website.



BUILD MY RESUME



Have Questions About Writing A Perfect Resume?

RESUME TEMPLATES FAQ

Is Resume Build the best resume builder?



Can I build my resume for free using this resume builder?



What's the best resume template to use?



What should I include on my resume?



How long should my resume be?



How should I format my resume?



FIND EVERYTHING YOU NEED HERE.

IF YOU HAVE QUESTIONS, WE HAVE ANSWERS.



Land Your Dream Job Straight Out of College with a Resume Building Tool

The first step to moving towards your dream job is to identify what your dream job actually is and why.

[Read more](#)

Networking and Your Resume: How to Get Your Foot in the Door

Networking events allow you the opportunity to meet people who work at companies you're interested in, or who work in the industry you're trying to break into.

[Read more](#)

What to Put on Your Resume If You Don't Have Job Experience

After spending years in the classroom learning your trade, it would seem like that should count for something, right?

[Read more](#)

Resources

Pricing
Resume Builder
Resume Formatting
Resume Writing
Resume Writing Guide
Professional Resume
Entry-level Resume
Student Resume
Career Blog

Support

Privacy Policy
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Terms and Conditions
Refund/Cancellations
Contact Us

Languages

English
Español
Italiano
Français

WorkSimpli Software, LLC
1225 Ave Ponce de Leon, Suite 1001
San Juan, PR, USA 00907
Email: support@resumebuild.com



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BUILD****DOCU Simpli****LEGAL Simpli**