

JOHN SMITH



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1983-03-23



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PROFILE

Detail-oriented individual with **five years** of management experience looking to secure an **Agile Project Manager** position with ABC Company.

EDUCATION

2012 - 2014 **University of Cambridge, Cambridge, England**
Business Marketing

2010 - 2012 **English school in London**
Language Course

EXPERIENCE

01.2012 - 11.2015 **ABC Company**
Manager
Responsibilities: coordinated tracer activities; Conducted client assessments; Screened and trained new employees

04.2009 - 11.2011 **XYZ Company**
Junior Project Manager
Responsibilities: managing and leading the project team; recruiting project staff and consultants; developing and maintaining a detailed project plan

SKILLS

- ✓ Good communication - written and oral skills
- ✓ Excellent conceptual and analytical skills
- ✓ Effective interpersonal skills

SOFTWARE SKILLS

Word

Powerpoint

PERSONALITY

- ✓ Communicative
- ✓ Punctuality
- ✓ Creativity
- ✓ Organized

LANGUAGES

English

Vietnamese

HOBBIES



SEO



Technology



Tennis

CERTIFICATION

- Certified managers by Institute of Certified professional managers
- The financial risk manager certification