

# 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