



PROFILE

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

SKILLS

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

PERSONALITY

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

SOFTWARE SKILLS

Word ●●●●●●
Powerpoint ●●●●●●

LANGUAGES

English ●●●●●●
Vietnamese ●●●●●●

CERTIFICATION

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

JANE SMITH

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Address

199 Walnut St., Suite 6
Lockport, NY 14094

Phone number

888000111

Date of Birth

1983-03-23

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

HOBBIES



SEO



Technology



Tennis