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### JACK KEROUAC

PROJECT MANAGER

**PROFILE**

Enthusiastic and organized project manager with 7 years of experience working in educational non-profit organizations. My responsibilities included managing 3 school programs and their funding while maintaining 98% productivity levels.

#### PROFESSIONAL EXPERIENCE

20XX

**St Mary's School | Project Manager**  
November 20XX – Present

- Maintain positive relations between partners and community members.
- Develop and prepare draft reports, presentations, and related correspondence documents.
- Performs other duties assigned by administrator.

20XX – 20XX

**Apple a Day | Project Manager**  
March 20XX – October

- Evaluated the effect programs monthly.
- Increased productivity changes based on.
- Applied for grants and created proposals for funding.

20XX

**Kids in Need | Project Coordinator**  
Jan 20XX – May 20XX

- Performed various administrative tasks to help the project manager stay on schedule and within budget.
- Gathered equipment to make sure the project runs smoothly and timely.

#### EDUCATION

20XX

**Master's in International Relations | NYU**  
Sep 20XX – June 20XX  
New York

20XX

**Bachelor's in Public Relations | NYU**  
Sep 20XX – June 20XX  
New York

#### CONTACT

+1 212 999 9999  
name@gmail.com  
NY, US

#### SKILLS


- Writing
- Communication
- Interpersonal
- Excel
- Asana
- Trello

#### INTERESTS

Ping Pong  
Kickboxing  
Martial Tai

#### REFERENCES

Project Director | St Mary's  
John Parkers  
name@gmail.com  
+1 212 4444 444



### MARJORIE D. MCGEAHEY

Sales Executive

#### EDUCATION

SEP 2010 - JUNE 2015

**FOREIGN TRADE UNIVERSITY**  
Major: Economics and International Business  
GPA: 3.6/10

SEP 2012 - JUNE 2014

**UNIVERSITY OF ECONOMICS**  
Major: Chief accountant  
GPA: 7.5/10

#### WORK EXPERIENCE

MAY 2011 - NOW

**UNE TRADING COMPANY**  
Sales Executive

- Manage a retail shop in NeyOm province
- Holding on current customers and develop new distributors
- Handling the problem related to distributors: Display, discount, event plan, network development.

JUL 2011 - DEC 2013

**IPSOB BUSINESS CONSULTING VIETNAM CO.**  
Marketing Executive

- Interviewing users according to content of different projects: Statistic the information, collect data from interview.
- Inviting the customer coming to the interview in different programs that the content depend on Company.

#### ACTIVITIES

JUN 2008 - MAR 2009

**VOLUNTEERING**  
New York

- Belief Volunteers Group: Take care of and teach culture for the homeless children at Hanoi 360 superior society Center.
- Cycling for Environment (C4E) cycling in every Sunday morning every week.

2013 - 2014

**THE EXECUTIVE COMMITTEE OF ENERGY FACULTY**  
New York

- Person in charge of ideological work in HoChiMinh Communist Youth Union.
- Managing the inspection, organization activities, prize, penalty, work of union, admission of committee of a party.

#### CERTIFICATIONS

2011-2012

**The 2nd Place of Science Research at University**


2013-2014

**The award of good at study and contribution to society**

2015

**International Training at Samsung Shinohbi, China**

Jane Pearce | Teaching Assistant



Newcastle  
07777777777  
jane@janepearce.com

#### Professional Profile

Accomplished School Teaching Assistant with a proven track record of supporting teachers in the education and development of pupils.

With extensive experience working within infant and primary schools as a Teaching Assistant, I have the organisational skills to assist with the planning and preparation of successful lessons, alongside mentoring and assessing children's learning. I have a proven ability to encourage children to learn through motivation and positive behaviour reinforcement. I have a good knowledge of primary school policies and procedures including welfare and safety standards, as well as a creative attitude towards teaching and the self-awareness to lead by example in showing children how to be socially responsible.

#### Core Skills

- Teaching support
- Early years and KS1 curriculum
- Level 3 qualified
- Safeguarding and welfare
- Behaviour management
- Classroom preparation
- One-on-one and group support
- EAL and SEN support

#### Career Summary

Sep 2019 - Present

**St Anne's Infant and Primary School, Newcastle**  
Year 1 Teaching Assistant

Outline

- Working within a KS1 class of 23 children, supporting the class teacher in the delivery of lessons and ongoing development of all pupils.

Key Responsibilities

- Work closely with the class teacher to prepare lessons, ensuring a clear understanding of lesson expectations and learning requirements
- Support the teacher with behaviour and classroom management
- Support pupils with language development, social skills, reading, spelling, and writing
- Resolve pupil conflicts and encourage taking responsibility for behaviour
- Observe pupils and monitor responses to learning activities, recording observations, and relaying findings to the class teacher
- Mark and correct class work, keeping detailed records of pupil's progress
- Offer ideas and suggestions during weekly lesson planning sessions
- One-to-one support of children with SEN, EAL and challenging behaviour
- Be a positive role model for children regarding behaviour, dress code and punctuality

Sep 2019 - Sep 2019

**Acorn Valley Infant and Primary School, Newcastle**  
Reception Teaching Assistant

Outline

- Worked closely with the Teacher to support a class of 26 EYF5 pupils with all learning activities.

Key Responsibilities

- Assisted the teacher to deliver the national curriculum
- Supported the creation of a safe and fun atmosphere which encouraged learning

Page 1

### William Smith

JavaScript | PHP | CSS3 | jQuery | HTML5 | WordPress | Drupal



#### Skills

JavaScript/JQuery  
CSS3/SASS  
WordPress & Drupal  
PHP (5.6 - 7.2)/SQL

#### Profile

Created and tested websites for clients through my company (WJDM) and founded CV-Template.com, a powerful online CV builder.

#### Experience with

- JavaScript/JQuery/AJAX and Vanilla JS
- CSS3/SASS/LESS, incl. mobile first
- CMS Drupal (7 & 8) and Wordpress
- Testing tools like Google Analytics/TagManager, Hotjar & BrowserStack
- Tools like Photoshop & Illustrator.

#### Experience

**CV-Template**  
Front-end developer / Founder | Apr. 2016 - Present  
Enabling non-designers to create a professional designed CV. With over 30000 users, a book publication, 3 government mentions and a publication in Knoxville news service, CV-Template is making a fast progression in the online CV market.

- Created & designed the complete website & front-end application in JavaScript (now VJ) with an AJAX interface to Laravel (backend).
- Performed marketing tasks like SEO, backlink outreach, reporter outreach, direct mail marketing, and A/B multivariable testing.

**WJDM**  
Front-end developer | Jan. 2015 - Present

- Designed & developed platforms like Beakly (Vue.js), Scandify Organize Manual (Drupal 7 & 8) and Informants (education platform)
- Designed & developed dozens of custom Wordpress websites.
- Specialised in interactive JavaScript experiences such as various mini-games for the e-magazine drink inspiration and interactive slides for Neatnotes.com.

**CompanyX**  
Drupal 7 - 8 developer | Dec. 2018 - Mar. 2019

- Developed a new Drupal 8 website in an Azure environment.
- Developed/maintained regular updates and bug fixes on all the Moneta websites including companyx.nl, company2.nl and over 180 franchise websites.
- Cooperated with the marketing team, implementing split tests, Hotjar heatmaps (respecting privacy policy) and managing the Google TagManager account.

#### Education

**Communication & Multimedia Design**  
Avans, Breda | 2015  
CMD is a mix of science, art, design and engineering. Being knowledgeable in multiple media disciplines like design, communication, interaction and strategy. I cover a whole range of skills, making me an excellent team player that communicates effectively on all levels.

#### Contact

City  
+31 2430 7890  
06 1234 5678  
www.williamsmith.nl

### Leo Peters

Customer Service Specialist

Email: leopeters@gmail.com Phone: 0777 777 7777  
LinkedIn: linkedin.com/company/leopeters Twitter: twitter.com/leopeters

Understanding customer service specialist with 5 years of experience as an advisor. Promoted to the specialist after one year. Then identified a bottleneck in the shared process and helped the sales department save €4K monthly. With empathy and willingness to always serve the customer in alignment with the business goals. Seeking to become the customer happiness agent for WeU.

#### Work History

2018-02 - present

**Customer Service Specialist**  
AdviseCivl, Redcar

- Regularly had product knowledge to educate and advise customers about our products and services. Became team's go-to person.
- Processed over 200 requests for repair or replacement.
- Correctly escalated client complaints or feedback for a thorough review.
- Set standards for quality and professionalism. Met and exceeded goals every week for two quarters in 2020.

2016-09 - 2018-04

**Junior Customer Assistant**  
AdviseCivl, Manchester

- Promoted to Customer Service Specialist after one year of employment.
- Logged +100 resolved customer complaints.
- Replied with 98% of cases at FPOC.

#### Education

2014-09 - 2016-06

**Business and Management, BA (Hons)**  
University of Creative Arts, Epsom

- Excelled in Understanding Consumers and Trends & Forecasting.

#### Key Skills

- **Communication:** Wrote customer-focused templates for the customer service team.
- **Adaptability:** Adjusted communication styles depending on the customer's personality and setting.
- **Troubleshooting:** Anticipated customer needs and catered to their requirements.
- **Data analysis:** Pulling data from CRM to notice trends and adjust strategies.
- **Active listening:** Approached every customer with empathy.

#### Volunteering

2015-09 - 2016-06

- Volunteer at the Hearty Foundation, delivering communication and public speaking workshops to children and young adults 10-18.

#### Certificates

Certified Customer Service Professional (CCSP)

Chinese Proficiency Test (HSK; level V)

Catherine Jones



Medical Support Assistant

#### Profile

Dedicated pre-med student looking to enter the field of home care as a medical support assistant. Fascinated about quality of care and nutrition for elderly patients. Great listening and administrative skills. Degree in progress at Imperial College

#### Experience

**Administrative management**

- Organized records of more than 100 lab studies
- Kept log of lab-visitors and identifications
- Answered phones and emails for 15 labs assistants

**Customer service**

- Served lunch to elderly patients
- Developed weekly meal plan alongside cooking staff
- Recorded Patient satisfaction and comments

#### Education

Bachelor of Biology, Imperial College London, London

February 2020 – Present

#### Internships

Lab assistant at London Medical Center, London

May 2020 – August 2020

- Planned community outreach programs to discuss ongoing work
- Led tours of lab-facilities for small groups
- Assisted research team with preparation and sanitation
- Entered data and managed results database

#### References

Jose Orion from LMC Medical  
osorion@lmc.org - 212-465-245

Chris Patterson from LMC Medical  
kfisher@lmc.org - 212-896-4378

Dr. Cameron Hill from Imperial College London  
camhill@ic.ac.uk - 203-267-2278

Details

catl.jones@yahoo.co.uk

Skills

Pharmaceutical Operations

Clinical Applications

Patient Counseling

Product Safety

Team Management

Customer Service Skills

Inaugural contract with PETRONAS worth \$500,000 over 4 months.

- Consistently received excellent feedback from all clients and achieved promotion to Senior Consultant in less than 2 years.
- Won a sales award in Aug 2013 and JMU Asia Employee of the Month Sep 2013.

Jul 2011 – Jul 2012

**Regional Commercial Finance Manager**

Headhunted by the MD to manage large value clients, develop business within Asia and provide financial modeling, analysis and reporting for existing/future opportunities. Direct reporting line to MD for Asia.

Key Responsibilities

- Supported EDAF Man Senior leaders in Singapore with financial expertise – financial modeling, analysis and financial reporting
- Facilitated all contractual negotiations between clients and the business.
- Performed financial and scenario modeling of all business development initiatives.

Key Achievement/Projects

- Increased sales by 10% through my excellent client care and effective pricing strategy.
- Achieved 88% on time full delivery for the Starbucks Account through optimised demand planning.
- Created and maintained a 5-year rolling product roadmap – industry trends, new product opportunities and gaps in Asian Beverage capabilities.

Jul 2011 – Jul 2012

**Commercial Manager (Contract)**

Lead a project to expand the companies' market penetration in Brunei. Project managed the set-up of the coal exploration project from 'greenfield' and oversee all financial elements for the operation on an on-going basis. Direct reporting line to Business Development Director.

Key Responsibilities

- Led all critical project components – strategy, budgeting, forecasting and cash management.
- Implemented financial and MI reporting systems.
- Assisted with project pre-feasibility/feasibility studies.
- Provided regular progress reports to the board on a monthly basis.

Key Achievement/Projects

- Successfully set up and managed the corporate services function for the Brunei project.
- Negotiated favourable commercial contracts with 3rd party contractors, which maximised profitability.
- Presented to key government agencies and enhanced their understanding of the exploration phase of the project to mitigate project conflicts and strengthen community engagement.

Mar 2007 – Jan 2010

**Commercial Manager**

Outline

- Project financing and commercial management role. Reviewed and provided interpretation of financial performance and market data. 1 Direct report. Supported the CFO with presentations for C-Level Executives and external stakeholders.

#### Education & Qualifications

MBA, xxxxxxxxxxxx (In Progress 2016 - Present)

Postgraduate Diploma in Business, Grade - Distinction, xxxxxxxxxxxx

Bachelor of Commerce, xxxxxxxxxxxx

#### Professional Memberships

Certified Practising Accountant (CPA), xxxxxxxxxxxx

#### References available on request

Page 2

## KELLY BLACKWELL

administrative assistant

#### CONTACT

(210) 268-1624  
kelly.blackwell@gmail.com  
324 Blackwood Street  
San Antonio, TX, 78203

#### RESUME OBJECTIVE

Administrative assistant with 9+ years of experience organizing presentations, preparing facility reports, and maintaining the utmost confidentiality. Possess a B.A. in history and expertise in Microsoft Excel. Looking to leverage my wealth of knowledge and experience into the open administrative assistant role at your organization.

#### EDUCATION

BACHELOR OF ARTS / FINANCE  
Brown University  
St. Providence, RI  
2007 - 2009

#### KEY SKILLS

Analytical thinking, planning  
Strong communication  
Accuracy and attention to Organization and prioritization  
Problem solving  
Team leadership

#### LICENSES AND CERTIFICATION

HIPPA Certified / 2015

#### PROFESSIONAL EXPERIENCE

ADMINISTRATIVE ASSISTANT

Redford & Sons / Boston, MA / 2016 - Present

- Schedule and coordinate meetings, appointments, and travel arrangements for supervisors and managers
- Trained 2 administrative assistants during a period of company expansion to ensure attention to detail and adherence to company
- Developed new filing and organizational practices, saving the company \$3,000 per year in contracted labor expenses
- Maintain utmost discretion when dealing with sensitive topics
- Manage travel and expense reports for department team members

SECRETARY

Bright Spot LTD / Boston, MA / 2012 - 2016

- Typed documents such as correspondence, drafts, memos, and emails, and prepared 3 reports weekly for management
- Opened, sorted, and distributed incoming messages and correspondence
- Purchased and maintained office supplied inventories, and always carefully adhered to budgeting practices
- Greeted visitors and determined to whom and when they could speak with specific individuals
- Recorded, transcribed, and distributed minutes of meetings

## COLLEEN JAMES

#### CONTACT

Address: 217C Failey Sleet  
Birmingham B45 8DWA  
Phone: 079121456789  
Email: colleen.james@example.com  
example.co.uk

#### PROFESSIONAL SUMMARY

Beauty Therapist renowned for delivering exceptional customer service and high-quality treatments to all customers. Experienced with developing new treatment and relaxation offerings for customers.

#### WORK HISTORY

Beauty Therapist, 06/2016 to Current

Serenity - Birmingham

- Designed long-term personalized care plans for 25 long-term clients with all types of hair and makeup needs.
- Performed pedicures and manicures for 5 scheduled and 2 walk-in customers daily.
- Developed and deepened customer relationships by building loyalty and promoting referrals to increase customer base by 15%.

Beauty Therapist, 11/2013 to 06/2016

Sims Beauty Salon - Birmingham

- Grew sales 20% in 12 months with great work ethic, individualised beauty care plans, and positive attitude.
- Monitored multiple databases to keep track of all company inventory.
- Educated clients on products and techniques to improve their body care at home.

Junior Beauty Therapist, 02/2007 to 11/2013

Tandis Hair and Beauty - Birmingham

- Applied makeup to achieve desired day-to-day and special event looks.
- Suggested, used and marketed appropriate products to clients for skin, nail and hair care to increase company profit.
- Adaptively handled over 15 inbound calls per day on the reception desk and booked appointments.

#### EDUCATION

Level 2 Diploma: Beauty Therapy Techniques 2006

The Beauty Academy - Birmingham

NVQ Level 1: Beauty, 2004

South And City College - Birmingham





Name of CV

View

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1

Personal Details

Job tittle

Ex: Graphics Design

First Name

Ex: Adnan

Country

Ex: Cox's Bazar, Chittagong, Bangladesh

Phone Number

+88018\*\*\*\*\*

Last Name

Ex: Angr

City

Ex: Cox's Bazar, Chittagong, Bangladesh

Email

name@gmail.com

Your Photo

2

Professional Summary

Write about your profession here, mention your roles, experience your skill and others details.

B / U

MS Office

Sale

Working in Group

Logical thinking

Self-study



Job title at Company

jan 23- 2023

Job title

Company

Started date

End date

Location

Job description

B / U

MS Office

Sale

Working in Group

Logical thinking

Self-study



+ Add more jobs

3

Education

Subject at University

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College Name

Subject

Started date

End date

Location

About Field

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+ Add more College

4

Social Media Link

Name

Link

Name

Link

Name

Link

5

Skill

Skill

Expertise Score

Skill

Expertise Score

Skill

Expertise Score

+ Add more Skills

5

Add Custom Section

