## Example CV: Business English Quick

(www.businessenglishquick.com)

### **Joseph Bloggs**

Location: Flexible | Tel: 012345678910 | Email: joseph.bloggs@example.com

#### **Profile**

A successful, enthusiastic and professional project manager with a broad range of transferable skills. Proven capabilities in various demanding roles including leading a major IT project in CompanyA, delivering £m's of savings in CompanyB and delivering presentations to encourage continuous improvement.

#### Skills and Languages

- Project Management
- Leadership
- Problem Solving

- English Native
- French Fluency
- German Elementary

#### **Experience**

#### Project Manager - IT Implementation | Company A | May 2021 - Present

- Leading IT project implementation across the company, including major projects with budgets over £1m
- Managing a team of 5 Project Management professionals
- Improving processes and procedures company wide, including total savings of more than £2m

#### Junior Project Manager | Company B | April 2017 - May 2021

- Planning complex projects both independently and as part of a team
- Solving problems as required to improve the business

#### Education

# University of Derby, Derby, UK | BSc (Hons) Geology | First Class Other Education

- HS&E Training (June 2021)
- Project Management Training (May 2018)
- Lean Six Sigma Green Belt (December 2022)
- Lean Six Sigma Yellow Belt (November 2018)

#### **Further Interests**

- Music: Violin and Piano
- Travel

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