

## **Fred Bloggs – Curriculum Vitae**

**123, The Street, Ringwood, Hants., 01425 234567**

### **PROFILE**

Committed, flexible, highly motivated customer focused professional with proven ability in sales, marketing, public relations and product management. Key strengths in relationship building, problem solving and project leadership. Excellent planning and organisational skills combined with attention to detail and creative flair. Recently achieved a Masters degree in Business Management.

### **WORK EXPERIENCE**

#### **ABSC Consulting Group**

**May 2002 – present**

A multi-disciplinary consultancy, specialising in the fields of town and country planning, architecture, urban and landscape design and environmental assessment.

#### **Business Development Manager**

Reporting to the Managing Director, with responsibility for business development across the entire Group. Focusing all aspects of the business towards improving sales growth and achieving longer-term goals, with particular emphasis on public relations, marketing and building customer relationships. Responsibilities and experience;

- In-depth analysis of business compared to desired future position, using tools such as SWOT and Gap Analysis, resulting in formation of a comprehensive business development strategy.

- Identification of new business opportunities.

- Development and implementation of targeted marketing campaign.

- Submitting materials for National architectural and design awards.

- Organisation of promotional events, conferences and exhibitions.

- Compilation of press releases, editorial features and company marketing materials.

- Re-design of company Website, working with design and analytical personnel.

- Identification and implementation of new Contact Management I.T. system.

- Market research and competitor analysis.

**Tyco Electronics, Raychem  
2002**

**Jan 1992 – May**

Tyco Electronics, part of Tyco International, offers a broad range of electronic component products to OEM applications. Combining companies such as AMP, ASG, Elcon, M/A-Com and Raychem, Tyco Electronics is the largest supplier of passive components in the world.

**Product Manager, Wire and Cable Division**

**July 1998 – Jan 2002**

Responsible for wire and cable products with sales in excess of \$18 million per annum into markets such as Aerospace, Rail/Mass Transit and indirectly through distribution channels. Developing channel strategy and product policies for the Division. Balancing the needs of the customer with plant capabilities, and dealing with every aspect of the organisation in order to do this. Responsibilities and experience;

Provided strategic account management, technical data and competitive bids to win significant sales at customers, in addition to making numerous visits to such accounts, often involving extensive and demanding travel. Designed, developed and manned high profile product showcases at the Paris and Moscow air-shows, as well as those for internal sales conferences, building on existing broad international experience. Led multi-functional Profit Growth Team and project-managed various profit generating projects with a target of \$500K/annum. Innovated and implemented a radical new distribution strategy, successfully overcoming distributors' resistance to change. Devised and presented product policies and marketing materials, as well as detailed training packages for sales trainees and customers. Analysed sales trends, GMs, costs and forecasting data to run the business and for senior management reporting.

**Project Leader, OEM Electronics Division**  
**July 1998**

**June 1997 -**

Leadership of various systems and quality projects to improve customer service and profitability, employing all the skills related to successful project management. Responsibilities and experience;

Developed and implemented global software for direct and distributor pricing to replace antiquated legacy system, working with external consultant and training in the US. Total project value \$2 million. Devised and produced training guides for multiple system launches. Carried-out product and Intranet system training for all levels of internal and external customer personnel, involving extensive travel. Ensuring department adherence to QS9000 requirements.

## **QUALIFICATIONS**

MSc in Engineering Business Management, University of Warwick (2002).

Diploma in Engineering Business Management, University of Warwick (1997).

5 A-levels in German (x2), French, Business Studies and English Literature & Language

## **INTERESTS**

Singing, amateur dramatics, theatre and music, interior design, adventurous holidays, eating out, gardening, PADI Open Water Diver, stained glass, shopping!

# CURRICULUM VITAE

## John Smith

An experienced and adaptable human resources manager with a proven track record of success.

Strong leadership, strategic planning & change management experience.

Results orientated & commercially focused with project management planning skills.

Experience of business process re-engineering, strategic planning, team building, recruitment, training & development, budgetary control, motivation & mentoring.

### CAREER HIGHLIGHTS:

- Devised and delivered total Human Resources function in a start- up scenario
- Successfully develops all levels of employee personally and professionally
- Record of delivering diverse projects and programmes on time within budget
- Major input at Board level on HR, operational, commercial & financial issues

### CAREER HISTORY:

#### **May 1998 to Present: GROUP HUMAN RESOURCES MANAGER Joe Bloggs and Company**

- Responsible for all aspects of Human Resource strategy and management
- Appointed to set up HR systems & strategy in line with legislation & best practise
- Responsible directly to the board providing input on HR and commercial issues
- Utilised motivational and team building techniques to create effective units
- Co-ordinated strategy on all HR matters with Group Company General Managers
- Handled employment law, tribunal, pay, recruitment & employee relations issues
- Devised & delivered personal & professional training & development programmes

- Conducted training needs analysis out-sourcing expertise when necessary
- Managed total recruitment process from job specification to successful hiring
- Successful experience of recruiting employees at all levels up to director
- Coached managers & directors on achieving personal & corporate goals

#### **MAJOR ACHIEVEMENTS INCLUDE:**

Formulated HR strategy & policy for 200 personnel in 8 UK companies  
 Provided board level input on group restructuring, mergers and acquisitions  
 Set up, developed & managed a highly motivated team of 4 HR professionals  
 Managed two redundancy programmes successfully

#### **CAREER HISTORY CONTINUED:**

##### **Oct 1997 to Apr 1998: RECRUITING ASSISTANT (Contract) Pope & Blue Ltd.**

- Responsible for managing process of recruiting temporary workers
- Appointed to manage maintenance & development of the customer base

##### **Apr 1980 to Nov 1997: PERSONNEL OFFICER Boyes Paper Plc.**

- Responsible for personnel and administrative management of 130 employees
- Appointed to manage section with a staff of 6 with responsibility for 2000 employees
- Provided logistics and facilities support to employees travelling world-wide
- Handled Health & Safety issues and accommodation facilities management
- Controlled interview process, aptitude testing and selection of recruits
- Successful experience of recruiting employees at all levels up to director
- Managed personnel records, payroll, training, development, disciplinary and grievance
- Financial and administrative control of budgets
- Received commendation for excellence both at work and in the community
- Gained recognition for work receiving award for 15 years exemplary service

#### **PROFESSIONAL:**

Member of the Recruitment and Employment Confederation

Graduate Membership of the Chartered Institute for Personnel & Development  
(Studying)  
Certificate of Recruitment Practice (REC)

### **TRAINING & QUALIFICATIONS:**

- \*1 Postgraduate Certificate in Professional Management
- \*2 Postgraduate Diploma in Personnel Management (Studying)
- \*3 HNC Business Studies
- Various in-house & external training programmes
- Effective communication & presentation skills
- Team leadership & motivation techniques
- MS Windows, Word, Excel, Outlook & Explorer skills

### **PERSONAL DETAILS:**

Full and clean driving licence

Address: 123 The Square, Bournemouth, Dorset.

Tel: 01202 123456

## Curriculum Vitae

**Name:** Mary Smith

**Address:** 123, Sea View, Lymington, Hants.

**Profile:** I am hardworking, conscientious and enjoy working as part of a team. I like to use my initiative and enjoy learning so am looking for a role where I can develop and forge a career.

### Qualifications:

<b>Date attained:</b>	<b>Qualification name</b>	<b>Grade Attained</b>
2005	GCSE Maths	C
2005	GCSE English Literature	C
2005	GCSE English Language	B
2005	GCSE Science(double award)	CC
2005	GCSE ICT	C
2005	GCSE Physical Education	B
2005	GCSE Expressive Arts	B
2005	GCSE German	D
2007	A-Level Sociology	C
2007	BTEC National Diploma In Sport	Pass Pass

### Career History:

	<b>Employers Name</b>	<b>Job Title</b>
<b><u>2004- Present</u></b>	<b><u>The Shop</u></b>	<b><u>Assistant and Manager</u></b>

#### **Duties**

This position involves me supervising other. I serve customers and cash up at the end of each day. I also ordering stock, pay bills, calculate profit and loss, and deal with customers complaints and criticism.

### Interests & Hobbies

I like to relax by reading or going horse riding. At the weekend I enjoy going out with friends and family to socialise. I enjoy sport and help train children at my old

school when I have the time. I often go to the cinema and bowling which allows me to spend time with my two younger brothers.