

Name and contact details
Email/address and phone

CAREER AMBITION

A single sentence description of what you are looking for

PROFESSIONAL PROFILE

5-6 bullet points that give an overview of you as an individual

For example:

- Operational Management experience in both the private and public sector, mainly in marketing and training delivery.
- Excellent business and educational qualifications, which have been regularly updated over the years

EDUCATION/QUALIFICATIONS

An overview of qualifications and ongoing training (“CPD”) with dates

For example:

Coaching and Mentoring Diploma course	2004
D32/33 Assessor qualifications	2000
Investors in People Adviser/Assessor accreditation	1997

PROFESSIONAL MEMBERSHIP

Complete only if applicable: for example:

Member of the Institute of Personnel and Development (MCIPD)
Member of the European Mentoring and Coaching Council (MEMCC)

CAREER EXPERIENCE AND ACHIEVEMENTS

An overview of your work history, about a paragraph on each job (less as you go back historically), with dates and key achievements in the role

For example:

HEART OF ENGLAND TRAINING AND ENTERPRISE COUNCIL (1993-2000)

Director of Skills Development 1999-2000

Managed the major operations Division in the Training and Enterprise Council (TEC), responsible for four teams. The Division was responsible for all the youth and adult training programmes and skills development activities across Oxfordshire, including work with key commercial sectors in the economy, liaising with HE/FE providers, and generating bids for innovation work. Stretching performance targets, a budget of over £11 million, £900k income generation, and a total of 30 staff (5 direct reports). The role involved extensive external client interface with Oxfordshire organisations as well as internal strategic planning for the TEC as part of the senior management team.

Achievements included:

- *An all time high performance on the TEC training programmes, qualifications up 25% on the previous year.*
- *Won a Regional UFI/Adapt bid of £500k for skills development in the County.*
- *Responsible for setting up a Division wide planning and communications strategy, with consistent management information and targets for each team, and won a headcount increase of 4 staff to support implementation.*

PERSONAL

Brief aspects of personal details; may include ability to drive etc.

Status:

Date of Birth:

Interests:

REFERENCES

Either list 2 references, or something along the lines of “available on request”