



[FULL NAME]

[TARGET ROLE] · [PHYSICAL ADDRESS] · [EMAIL] · [PHONE]

Professional profile

Results-focused professional with a record of dependable delivery. Strong communicator, team player and continuous learner. Targeting [TARGET ROLE] where I can add value from day one.

Core skills

- Project delivery
- Stakeholder management
- Microsoft 365 & Google Workspace
- Process improvement
- Reporting & analytics
- Cross-functional collaboration

Work experience

ROLE [JOB TITLE]
EMPLOYER [EMPLOYER]
PERIOD [START DATE] – [END DATE / Present]

- [Quantified achievement — e.g. reduced overdue debtors by 28% in 6 months.]
- [Quantified achievement — e.g. drafted 40+ commercial contracts with zero post-signature disputes.]
- [Quantified achievement — e.g. led a team of [N] across [function].]

ROLE [PREVIOUS JOB TITLE]
EMPLOYER [PREVIOUS EMPLOYER]
PERIOD [FROM] – [TO]

- [Key responsibility or result.]
- [Key responsibility or result.]

Education

QUALIFICATION [QUALIFICATION]
INSTITUTION [INSTITUTION]
YEAR COMPLETED [YEAR]

References

Available on request. Two professional references can be supplied within 24 hours of request.