FUNCTIONAL CV EXAMPLE

Charlotte Chapel

36 Chester Drive

Cheshire CH1 3DF

Tel: 01244 313233

**PROFILE:**

A self-motivated and hard working Procurement Officer with experience in all aspects of purchasing work. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organisation. Good problem solving and analytical skills. Computer literate.

**PROCUREMENT:**

* Work within a team to co-ordinate the purchase of approx £15m worth of print per annum
* Developed junior members of team
* Proven track record in saving money and developing relationships with key suppliers

**ACCOUNT MANAGEMENT:**

* Liaising with major clients in terms of their print requirements.
* Working with production team to ensure that work is produced.
* Verifying quality of work
* Producing monthly Procurement reports outlining issues within department and recommending potential solutions.

**TRAINING AND DEVELOPMENT:**

* Responsible for developing effective training programmes for new and existing members of department.
* Appointing and monitoring external training organisations for specialists training courses.

**EXPERIENCE:**

1989 – date Pioneer Print and Direct Mail Ltd.

1995 – date Procurement Manager

1989 – 1995 Account Manager

1983 – 1989 Atlas Foods Ltd

1987 – 1989 Account Executive

1983 – 1987 Typist

**TRAINING:**

Presentation Skills, Negotiation Skills, Team Leadership, Training the

Trainer, Administration in a Personnel Department.

**EDUCATION and QUALIFICATIONS:**

IPM Certificate in Print Procurement

6 GCE ‘O’ Levels

**PERSONAL DETAILS:**

Date of Birth: 2nd May 1967

Status: Married, no dependents

Driving License: Full, clean

**INTERESTS:**

Keeping fit – tennis, squash, gym. Amateur Dramatics

**REFERENCES:**

Available on request.