**Your Name**  
[email@address.com.au](mailto:email@address.com.au)   
0400 000 000  
99 Example Street, Example Town, Example City, 2000

**~~~~~~~~~~ PERSONAL STATEMENT ~~~~~~~~~~**

I am a successful Project Manager with expertise in project life cycles, planning, executing, controlling and closing projects delivering business value and delighting stakeholders.

**~~~~~~~~~~ EMPLOYMENT HISTORY ~~~~~~~~~~**

**IT Project Manager**

Telecommunicado Ltd | Example City |   
MM.YY > MM.YY

Achievements

* Took charge of a multi-million systems integration which was successfully rolled out across 15 locations
* Successfully managed and won bid and project for six-figure project definition and design phase
* Managed of 60 employees across 4 locations including large offshore and third party contractors
* Led a team of technical staff through defining the requirements for several support applications for the use of customer services staff

**Assistant Project Manager**

Photo De Moto PLC | Example City |   
MM.YY > MM.YY

Achievements

* Promoted from IT Technician to Assistant Project Manager, ahead of 13 other internal and external candidates
* Planned and designed a disaster recovery strategy for the company, a project which was highly commended by the management team
* Analysed system requirements and developed a backup and restoration resolution in a 20% increase in system efficiency
* Produced detailed training documentation which aided a new system installation that was distributed to all staff members

**IT Technician**

International Mobilites | Example City |   
MM.YY > MM.YY

Achievements

* Relocated the network and office equipment including phone services resulting in a 50% cost reduction
* Provided database training in the company’s Head Office for all the sales teams helping towards a 35% increase in company profits

**~~~~~~~~~~ KEY SKILLS ~~~~~~~~~~**

**Technical Skills**

* Microsoft Office
* Microsoft Project
* Microsoft SharePoint
* PHP
* SQL
* XHTML
* Java Scrip
* CSS
* Visual Basic
* Oracle
* Cisco Pix Firewall

**Certificates**

* Prince 2 Certified
* Project Management training (PMP) certification.
* Microsoft Certified Professional (MCP)

**Memberships**

* Association for Project Management (APM)

**Languages**

* French (fluent)
* Spanish (fluent
* Japanese (basic)

**~~~~~~~~~~ EDUCATION ~~~~~~~~~~**

* BSc Computer Science

University of Australia

* HSC including Maths (A), Business Studies (B), ICT (C)

Bournville High School

**~~~~~~~~~~ PERSONAL INTERESTS ~~~~~~~~~~**

Web Design | Shopping | Traveling | Reading | Football | Table Tennis