**CURRICULM VITAE**

**<Name>**

**PERSONAL DETAILS**

**Phone**: <insert> **Email**: <insert> **Current location**: <insert>

**Nationality**: <insert> **Security clearance**: <Not cleared / BASELINE / NV1 / NV2>

**CAREER FOCUS**

I have been a <e.g. .NET Developer / Business Analyst / SAP FICO Consultant> for the past <number> years.

My passion for <technology / project delivery / change management / business analysis> is demonstrated through:

* <Personal technology blog url OR description of home computer lab>
* <GitHub account OR url’s of personal projects online >
* <Reading list: books / journals / websites OR relevant awards achieved>
* <Current focus of personal learning & development>

**QUALIFICATIONS, CERTIFICATIONS & TRAINING**

|  |  |  |
| --- | --- | --- |
| **Institution** | **Award** | **Year** |
| <University / training organisation / certifier> | <Degree / certification / training only> | <Year> |
| <University / training organisation / certifier> | <Degree / certification / training only> | <Year> |
| <University / training organisation / certifier> | <Degree / certification / training only> | <Year> |
| <University / training organisation / certifier> | <Degree / certification / training only> | <Year> |

**EMPLOYMENT NARATIVE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employer** | **Position** | **Period** | **Tenure** | **Industry** |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |
| <Company Name> | <Role title> | <Month / year – month / year> | <X months> | <e.g. Health / defence / education / power distribution / transport / banking / insurance> |

**TECHNOLOGIES, SKILLS & METHODOLOGIES MATRIX**

|  |  |  |  |
| --- | --- | --- | --- |
| **Technologies, Skills & Methodologies** | **Years Used** | **Last Used** | **Self-Rating (out of 10)** |
| <technology, e.g: C# > | <years> | <year> | <number> |
| <technology, e.g Siebel> | <years> | <year> | <number> |
| <technology, e.g: Python > | <years> | <year> | <number> |
| <technology, e.g: VMware > | <years> | <year> | <number> |
| <technology, e.g: J2EE > | <years> | <year> | <number> |
| <technology, e.g: Oracle> | <years> | <year> | <number> |
| <technology, e.g SAP FICO> | <years> | <year> | <number> |
| <technology, e.g: Web Services> | <years> | <year> | <number> |
| <skill, e.g. Unit testing> | <years> | <year> | <number> |
| <skill, e.g. Applications’ design> | <years> | <year> | <number> |
| <skill, e.g. User case documentation> | <years> | <year> | <number> |
| <skill, e.g. Test case development> | <years> | <year> | <number> |
| <skill, e.g. Project risk scheduling> | <years> | <year> | <number> |
| <skill, e.g. Project risk scheduling> | <years> | <year> | <number> |
| <skill, e.g. Stake-holder engagement> | <years> | <year> | <number> |
| <skill, e.g. User story development> | <years> | <year> | <number> |
| <skill, e.g. Change strategy development> | <years> | <year> | <number> |
| <skill, e.g. Business Case Development> | <years> | <year> | <number> |
| <Methodology, e.g. Agile> | <years> | <year> | <number> |
| <Methodology, e.g. Prince2> | <years> | <year> | <number> |
| <Methodology, e.g. MVC> | <years> | <year> | <number> |

**EMPLOYMENT DETAILS**

**<Role title>,** **<Company / department name> <month / year – month / year>**

<Company / department name> is a < small / medium / large> organisation that is focused on <insert organisation focus>.

As a <member / leader / manager> of a team of <number of people>, I worked within the <name of team / project / division>. My responsibilities included:

* <e.g: delivering user applications using the .NET framework / executing test strategies / leading and mentoring 3 junior team members>;
* <e.g: liaising with business users /planning and conduct stakeholder meetings / managing and updating project risk ledgers> , &
* <e.g: developing test cases / working with Business Analysts to develop test plans / facilitating UAT>

Project description 1: <if suitable, insert no more than 80 words describing the business and technology project goals>.

Project description 2: <if suitable, insert no more than 80 words describing the business and technology project goals>.

Project description 3: <if suitable, insert no more than 80 words describing the business and technology project goals>.

**Technologies used:** <insert skills listed within skills matrix that were used in this role>

**<Role title>, <Company / department name> <month / year – month / year>**

<Company / department name> is a < small / medium / large> organisation that is focused on <insert organisation focus>.

As a <member / leader / manager> of a team of <number of people>, I worked within the <name of team / project / division>. My responsibilities included:

* <e.g: delivering user applications using the .NET framework / executing test strategies / leading and mentoring 3 junior team members>;
* <e.g: liaising with business users /planning and conduct stakeholder meetings / managing and updating project risk ledgers> , &
* <e.g: developing test cases / working with Business Analysts to develop test plans / facilitating UAT>

Project description 1: <if suitable, insert no more than 80 words describing the business and technology project goals>.

Project description 2: <if suitable, insert no more than 80 words describing the business and technology project goals>.

Project description 3: <if suitable, insert no more than 80 words describing the business and technology project goals>.

**Technologies used:** <insert skills listed within skills matrix that were used in this role>

**<Role title>, <Company / department name> <month / year – month / year>**

<Company / department name> is a < small / medium / large> organisation that is focused on <insert organisation focus>.

As a <member / leader / manager> of a team of <number of people>, I worked within the <name of team / project / division>. My responsibilities included:

* <e.g: delivering user applications using the .NET framework / executing test strategies / leading and mentoring 3 junior team members>;
* <e.g: liaising with business users /planning and conduct stakeholder meetings / managing and updating project risk ledgers> , &
* <e.g: developing test cases / working with Business Analysts to develop test plans / facilitating UAT>

Project description 1: <if suitable, insert no more than 80 words describing the business and technology project goals>.

Project description 2: <if suitable, insert no more than 80 words describing the business and technology project goals>.

Project description 3: <if suitable, insert no more than 80 words describing the business and technology project goals>.

**Technologies used:** <insert skills listed within skills matrix that were used in this role>