Disclaimer: the content within this
CV template is purely fictional and provided as an example of good practice. Please feel free to use, after amending with your own details.

Full Name

Curriculum Vitae

*e.g.* I am a dedicated, efficient and highly organised Regional Manager who is capable of supporting staff members up to board level within large to medium sized businesses to deliver joint outcomes. I thrive within high pressure, deadline driven environments and love the variety and challenges that a Regional Manager role brings however, I am now seeking to challenge myself further by moving up to a Divisional level role. I am always looking to go above and beyond what is expected in order to provide a first class customer experience and enjoy coaching my colleagues in order for them to realise their full potential.

EDUCATION

BUSINESS STUDIES – 2.1 BA (Hons)

2002 – 2006

University of London

A-LEVELS / BTEC – ENGLISH (B) |

HISTORY (B) | MEDIA STUDIES (B)

2000 – 2002

Aston College

GCSEs – Achieved 9 - (A to C)

1995 – 2000

Aston High School

EMPLOYMENT HISTORY

**TRADE BIZ |** Regional Manager *Dec 2012 – Present*

*London*

*e.g.* Supporting the Divisional Director and lead for Retail Transformation, I am responsible for 12 stores in my region. This includes, managing all internal and external communications; creating and building a high performing team of store managers; maximising profit protection; overseeing the delivery of ad hoc projects and more.

My role also includes HR duties, for this I manage training, paperwork for new starters/leavers, compile department procedures, update the company handbook and any other ad hoc HR duties as required. Key achievements include:

* Recruited and built a high performing team of 12 store managers;
* Highest performing region across all KPIs 2 years running, over achieving my £1m sales target by an average of £80k each quarter;
* Introduced new company policies which led to significant cost savings of £100k against my budget in Q1 2020;
* Given full budget control and responsibility over specific seasonal projects, all of which I have delivered on time and to budget.

ADDRESS

123 North Road,

London, NW1 2DR

MOBILE

07123 222333

EMAIL

email@email.com

LINKEDIN

LinkedIn / URL







CONTACT DETAILS

PROFESSIONAL PROFILE

TRADE BIZ

e.g. SAILESH CHAUDHARY

*Director of Operations*

*Contact info available upon request*

MERCH TEX

e.g. FLORENCE BAY

*Regional Manager*

*Contact info available upon request*





REFERENCES

MS OFFICE

Word, Excel, PowerPoint

NUMERACY

Strong budget management, analytical and numeracy skills.

PROJECT MANAGEMENT

Excellent organisational & project management skills

QUALITY IMPROVEMENT

Experienced in quality improvement methods; e.g. Agile ‘plan, study, do, act’ cycles.

PERFORMANCE MANAGEMENT

Highly effective at conducting quality staff appraisals through using a disciplined, process led approach.

PROFIT PROTECTION

Proven ability in strengthening procedures and implementing staff training to reduce loss & maximise profits.

TECHNICAL

SKILLS

* Strong leadership ability
* Excellent communication skills
* First class customer service
* Negotiation & influencing skills
* Engaging presentation style
* Collaborative team player
* Coaching management style

INTERPERSONAL SKILLS

**MERCH TEX** | STORE MANAGER *Jan 2009 – Nov 2012*

*Manchester*

*e.g.* Supporting the Regional Manager, it was my responsibility to manage the Manchester store, whilst undertaking a range of key retail activities. These included: managing staff performance and rosters; maximising profit protection; producing departmental sales reports; meeting and greeting senior staff; and any other ad hoc duties as required. Key achievements include:

* Developed a very strong relationship with the Regional Manager with full decision making responsibility;
* Led the Efficiency Initiative which helped streamline the department with cost savings of 10%;
* Introduced changes to company benefits for administration staff resulting in an 8% saving without any loss in benefits;

**PAINT CENTRE** | SENIOR TRADE MANAGER *Aug 2006 – Dec 2008*

*Manchester* | promoted from Junior Trade Manager

*e.g.* I joined Paint Centre as a Junior Trade Manager direct from University and worked within a customer facing role supporting an experienced Trade Manager for 12 months. Initially hired on a temporary contract, I soon became a permanent employee and took senior responsibilities and ownership of the role which included: managing all customer service queries; handling all incoming calls; raising purchase orders, stock replenishment and sales support. Key achievements include:

* Promoted to a Senior Trade Manager within 12 months;
* Introduced guidelines and policies which improved service and department quality;
* Made recommendations to the Senior Management team and soon became a trusted member whose ideas were realised;
* Awarded Employee of the Month 5 times.

EMPLOYMENT HISTORY (continued)