**Name**

**Address**

**email**

**number**

**Personal Profile**

……………………….

**Key Skills**

* Reliable and honest
* People person / excellent social skills
* Excellent communication skills both written and verbal
* Flexible and supportive team player with the ability to work to tight deadlines
* Excellent IT skills; MS office Word and Excel, Internet and Email
* Adaptable and willing to train and learn new skills
* Ability to train and manage large teams

**Employment History**

**Company name Dates To - From**

**Job Title**

*General Duties and Responsibilities:*

* Bullet pointed.

**Educational and Training History**

**Name of college/where course done Dates To - From**

Name of course

**Hobbies and Interests**

………………….

**References available upon request**