

Sample skills CV

Use this CV based on skills and expertise to help you develop your own CV.

Name

Address

Telephone and fax: 0123 123 4567

General manager with international operational manufacturing and project management experience. Versatile with proven commercial organisational and interpersonal skills developed in small and large subsidiaries. Joint venture, acquisition and disposal experience. Successful in change and performance improvement.

Area of expertise

Organisational

- Instigated and managed change by implementing new work culture and practices.
- Introduced effective management systems which improved control and cut costs.
- Set up a new manufacturing works, recruited personnel, developed organisation and quality systems. Company obtained ISO 9002 accreditation and 'Investors in People'.
- Led multi-disciplinary team in £34 million joint venture greenfield project from design through construction to operation. Project completed on time, with £1.4 million savings.

Commercial and financial

- Successfully led commercial services across subsidiary companies. Met a challenging budget.
- Managed a service company with full responsibility for finance, marketing operations and personnel (revenue £3.5 million per annum). Developed strategy plans and budgets.
- Set up, managed and successfully controlled multi-million pound revenue and capital cost centres. Negotiated, awarded and controlled major contracts.

Interpersonal

- Played ambassadorial role in promoting the organisation through partnerships, presentations and media interviews.
- Undertook liaison roles with embassies, local authorities and joint venture partners. Negotiated successfully with unions and contractors to resolve disputes.
- Recruited, trained, led and motivated personnel with diverse skills and from different functions. Effectively operated management by objectives with target setting and appraisal.

Operational and technical

- Executed audits and evaluated operational performance. Recommendations led to performance cost and manpower improvement programmes.
- Appraised potential company acquisitions; some resulted in bids and purchases. Evaluated viability of major capital projects which were approved, constructed and successfully run.
- Managed major plant and staff with accountability for operations, maintenance, costs and performance. (Assets of £180 million, costs of £48 million per annum and 108 staff.)

Personal information

Development

Executive Development Programme, London Business School, 1990 BSc Chemistry (2.1), Warwick University, 1968

Personal

Date of birth: 6 August 1946

Interests Married with three grown-up children.
Swimming, rambling, keep fit and theatre

Career history**Technical Europe**

Danish subsidiary providing services to the oil and chemical industries. Turnover £6 million; 85 employees.

General manager and managing director 1992-present

Seconded to develop newly acquired operation.

Polygram

Project manager and works manager 1989-1992

Responsible for overall execution of £34 million greenfield project from design through construction, into operation and commercial production.

Showdown International

Senior planning and appraisal manager 1986-1989

General advisory and consulting role covering operational performance, master planning, manpower and infrastructure of chemical operations (manufacturing costs £1.5 billion per annum).

Drain plc

Utilities and services manager 1983-1986

Responsible for the uninterrupted provision of utilities to refinery and chemical plants. (Assets of £180 million, costs of £48 million per annum and 108 staff)

Manager job evaluations 1982-1983

Managed introduction of a new joint participative company/union job evaluation system and grade structure based on evaluation results for 1900 employees with payroll costs of £15 million per annum.

Operations manager 1981-1982

Ran small and large volume batch and continuous plants producing a range of chemicals. Assets £27 million, sales £26 million per annum and 74 staff.

Global International

Manufacturing and services manager 1980-1981

Co-ordinated four service locations (sales £13 million per annum, 119 staff).

Operations and works manager 1978-1980

Managed stand-alone works producing and distributing agricultural and industrial chemicals.

**Earlier career
1972 - 1978**

Held a variety of technical and production manufacturing positions in companies in UK and Germany.