

sample CV

Jan Kowalski

Name + contact information.

ul. Nicestreet 123
12-123 Somecity

phone: +48 123 456 789
e-mail: janek@emailaddress.com
Skype: JanekAtSkype

PROFILE:

Enthusiastic and experienced project manager (PMP) with a “can do” attitude and experience in technical team management.
Seeking new challenges due to his development plans and expected career path.

Short summary of your experience, skills and abilities.

ACHIEVEMENTS:

- successful project management of XYZ software project for XYZ Company (over \$3M budget, 50 people),
- improvement of software quality and configuration management processes (ABC Company, over \$100K savings in 2009),
- design and successful implementation of new documents and information flow (software development process, EFG Company),
- the best thesis of 2002, graduated with honours.

Few things which you are most proud of in your career/education so far.

SKILLS:

- knowledge and usage of PMI (4 years) and SCRUM (2 years),
- UML, user requirements, risk estimating,
- technical background (on-hands experience): C (2 years), C++ (3 years), VB, SQL,
- good team player with ability to build positive relationship with colleagues, the management and the client,
- ability to work under pressure,
- people management and coordination skills,
- ability to think in a creative and analytic way,
- experience in dealing with client contact at all levels.

Technical and soft skills.

CAREER SUMMARY

04/2007 - till now: Company ABC Ltd.

World leader in development and support of software for the automation marketplace.

Project Manager

- software project management for ABC sector,
- management of multiple software development projects,
- management of multinational team of 20 specialists located in Poland, GB, USA and India,
- responsibility for successful planning, controlling and managing software,
- development and maintenance project deliverables to ensure that product,
- delivering projects to the quality standards and constraints dictated by the business and the customer.

Include a brief one line of what the company does.

Brief job description and then list key responsibilities.

Be specific and quantify your achievements.

03/2005 – 03/2007: Company DEF Ltd.

World leader in entertainment industry.

Team Leader

- leading team of 8-10 developers,
- coding and usage analysis; code reviews,
- local project coordinating (dev-quality-configuration-management chain)
- progress tracking, tasks assignment, prioritizing,
- leading daily stand-ups and iteration planning meetings,
- scoping discussions with customers (XYZ, 123, QWERTY),
- training new team members (business + technical issues),
- improving software quality and configuration management processes,
- managing change request system, updating Agile process documents,
- cooperating with internal virtual customers.

07/2000 – 02/2005: Company GHI Ltd.

One of the biggest IT companies in Poland

Senior C++ Software Developer (Team Leader)

- end-to-end projects planning and execution (C++ desktop apps),
- gathering requirements from end users.

Positions which are not relevant because of time past should show much less detail.

EDUCATION, TRAININGS, COURSES

1997 – 2002: University of Mining and Metallurgy (AGH, Kraków, Poland)

Department: Electricity, Automation, IT and Electronics

Faculty: Automation and Robotics, MSc degree

12/2008: ABC LLC “Working on a Scrum Team”

11/2008: International Institute, “2007 MS Project Blue Belt”

02/2008: ABC LLC, Cleveland, USA “Working on a Scrum Team”

Mention your most significant qualifications, grades and any relevant courses.

CERTIFICATES AND DIPLOMAS

02/2008: Scrum Alliance, Certified ScrumMaster (CSM)

01/2005: Project Management Institute, Project Management Professional (PMP), No.: 123456789

05/2000: SEP (Polish Electricians Association) license for work with any electrical goods up to 1 kV (service, repairs, renovations, designing, installation, surveillance etc.)

Mention your most important certificates and diplomas.

LANGUAGES

- Polish – mother tongue
- English – very good written and spoken
- Spanish – basics

Few words about your foreign languages knowledge.

ADDITIONAL INFORMATION

- Clean driving license (1995, motorcycles, cars, lorries)

INTERESTS

Canoeing, dogs, horsemanship, motorcycles, sailing, cutting edge technologies.

I hereby agree for processing the following personal information strictly for the purposes of job recruitment in accordance with the regulation for the protection of personal data passed on the following day: 29.08.97 r. Dz.U. nr 133 poz. 883.