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PROFILE

*[Write a 6-8 line summary about yourself, describing your personality, values, life or career goals.]*

**Example:**

A positive, energetic specialist in leadership and security and operations management. Proven experience of delivering operations and logistics projects in global business environments; empowering teams to achieve their full potential and exceed stakeholder expectations. An analytical thinker, trained to solve complex, challenging problems and delivering success across multiple business functions.

KEY SKILLS

*[A bullet point list of your top 5 or 6 key hard and soft skills, supported - very importantly - by evidence in the career history section. Make them relevant to you and the job you’re applying for to help you to stand out - be different and avoid listing the obvious]*

**Examples:**

* Team skills - as both leader and member
* Negotiation skills
* Project or Operations Management
* Relationship or stakeholder management
* Risk or Crisis Management
* (Creative) problem solving
* Analytical skills
* Communication skills· Strategy and Strategic Planning
* Operational delivery and transformation
* Leadership, coaching and mentoring
* Lead Auditor
* Mechanical engineer
* (Information) Security Manager
* MHE Operator

CAREER HISTORY

*[List your last 10 years work experience with the most recent role at the top. Provide a brief description of each role and then focus on responsibilities and achievements, with evidence of delivering results - preferably in terms of money or time (saved or delivered to target), quality or performance.]*

**Examples:**

**Engineering Manager**, RAF Leeming: June 2019 – Jan 2021

Brief description of responsibilities. Show achievements/ results separately.

**Instructor**, Royal Military Academy Sandhurst: April 2018 – June 2019

Brief description of responsibilities. Show achievements/ results separately.

**Operations Manager/ Specialist**, HMS Dauntless: Sept 2016 – April 2018

Brief description of responsibilities. Show achievements/ results separately.

EDUCATION & TRAINING

*[List any qualifications and training that are relevant to the role you’re applying for]*

**Examples:**

* BEng Engineering and Management - University of Dundee
* Level 5 PRA Risk Management certification - City & Guilds
* DV Security clearance
* Chartered International Institute of Security and Crisis Management certification
* Level 5 Business Risk and Crisis Management Endorsed
* Certified IBM i2 Data Analyst
* Google Analytics Academy: Advanced google analytics course

HOBBIES & INTERESTS

*[This is optional. List a few hobbies to reveal a little more of your personality. Keep it brief, and choose ones that add value]*

**Examples**

Painting

Tennis & Running

ADDITIONAL INFORMATION

*[Include any information that has not already been covered.]*

**Examples**

Driving licence

Willing to relocate

REFERENCES

Available upon Request.