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John Doe

Personal Details

- Martial Status: Single
- Nationality: British
- Languages: English/French

Profile

- Polite
- Fully Computer Literate
- Professional
- Hard Working
- Confident
- Reliable
- Excellent Communication Skills

Experience

2002-Present Boman's Transport Paris, France

General Manager

- Managed team of 30 staff members
- Created and managed strategic plans
- Organised recourses
- Decision taking
- Discipline of staff
- Developed and maintained staff motivation
- Created and managed budgets

1996-2002 Griffin Corporations New York, USA

Assistant Sales Manager

- Created and monitored sales projections
- Compiled sales reports
- Motivated staff
- Dealt with discipline
- Performance management
- Set and managed sales targets
- Outbound and inbound sales

1990-1995 Mobile Systems Tools London, UK

Office Supervisor

- Supervised team of 10 staff members
- Managed calendar and time sheets
- Basic discipline
- Dealt with irate customers
- Staff productivity reports
- Performance management and staff appraisals
- Involved in hiring of staff

1985-1989 Atlas People Dublin, Ireland

Administrative Clerk

- General administration
- Minor budgeting
- Filing
- General marketing
- Personal assistance to GM
- Typing and data entry
- Customer service

Education

- BA Economics (Greenwich College, UK; 1980-1983)
- BA Honours Economics (Philip University, USA; 1984)
- MBA (Open Field College, UK; 1985)
- Computer IT level 3
- Medic First Aid

Interests/ achievements

All forms of ball games, animals, public speaking, philosophy, art, geography, travel, psychology, writing, exercising and reading. In the process of publishing my first book.

