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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL DATA** | | | | | | | | | |
|  | First Name Last Name Address Tel.: E-mail: | | | Your professional photo | | | | | |
| **SUMMARY** | | | | | | | | | |
|  | *What have you done so far summary. Example: A management consultant with X years of experience in…* | | | | | | | | |
|  | What are your next career goals summary – My goal is to… | | | | | | | | |
|  | *Key skills include: (only mention the ones relevant for the project you are applying for)* | | | | | | | | |
|  | * Key Skill 1 * Key Skill 2 * … | | | | * Key skill n * …. (max 8) | | |  | |
|  |  | | | | | | | | |
|  | Logo of customer 1 | Logo of customer 2 | Logo of customer … | | |  |  | |  |
| **SKILLS** | | | | | | | | | |
|  | **Certificates**   * Cert 1 (Year) * Cert 2 (Year) * … | | | | | | | | |
|  | **IT skills:**   * Advanced: * Functional: * General: (MS Office, etc.) | | | | | | | | |
|  | **Languages**   * English: fluent * German: fluent * Polish: mother tongue | | | | | | | | |
| **EDUCATION** | | | | | | | | | |
|  | **Diploma (MA in …)**  University, City, State | | | | | | | 09/2001 – 06/2007 | |
|  | * Graduated among the top X% of the yearly cohort. * Majors: Your major(s). | | | | | | | | |
| **PROFESSIONAL EXPERIENCE** | | | | | | | | | |
|  | **Freelance management / IT consultant (Your title or role) – Experience 1**  Company AA (the project sponsor), City via Agency BB, City | | | | | | | 11/2020 - now | |
|  | * Role description Bullet 1 (short!) * Role description Bullet 2 (short!) | | | | | | | | |
|  | **Senior management consultant – Experience 2**  Company BB, City | | | | | | | 11/2019 – 09/2020 | |
|  | * Role description Bullet 1 (short!) * Role description Bullet 2 (short!) | | | | | | | | |
|  | **Etc.** | | | | | | |  | |

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| **CLIENT & ROLE** | | |
|  | * **Client name 1, or type of industry, size of organization, country, etc etc** * YOUR ROLE | * 11.2020 – now |
| **PROJECT DESCRIPTION** | | |
|  | * The project goal is / was to … * The three major areas of the project included: * Portal 1… * Portal 2… * System 3… * The project had been running for about X months before I joined and it kept getting extended by YYYY after that * There were regularly two feature releases per week into the production environment. Up to 10 further releases per week took place on lower environments. * The entire software project had the size of up to 150 FTE, including eight developer teams. * The project methodology: a mixture of Scrum and waterfall. * The project language: English (mostly) & German (in meetings with the client). * The project location: Berlin, + home office up to 100%. We had colleagues from all over the world, mainly from Europe and North America. | |
| **MY CONTRIBUTION** | | |
|  | * From June 2021, I took over the role of…. * My tasks included: * I contributed significantly to …. * I was the XXX coordinator for YYY. * I provided the groundwork for ZZZ. | |
| **TECHNOLOGY USED** | | |
|  | * Here you can list them all, the more the better: * Advanced (the top 5 you worked with most of the time, for developers: likely the reason you were hired in that project) * Functional: all the other ones you also worked with in this project * General: things like MS Windows, MS Office, JIRA, Confluence, etc. | |

|  |  |  |
| --- | --- | --- |
| **CLIENT & ROLE** | | |
|  | * **Client name 2, or type of industry, size of organization, country, etc etc** * YOUR ROLE | * 11.2020 – now |
| **PROJECT DESCRIPTION** | | |
|  | * The project goal is / was to … * The three major areas of the project included: * Portal 1… * Portal 2… * System 3… * The project had been running for about X months before I joined and it kept getting extended by YYYY after that * There were regularly two feature releases per week into the production environment. Up to 10 further releases per week took place on lower environments. * The entire software project had the size of up to 150 FTE, including eight developer teams. * The project methodology: a mixture of Scrum and waterfall. * The project language: English (mostly) & German (in meetings with the client). * The project location: Berlin, + home office up to 100%. We had colleagues from all over the world, mainly from Europe and North America. | |
| **MY CONTRIBUTION** | | |
|  | * From June 2021, I took over the role of…. * My tasks included: * I contributed significantly to …. * I was the XXX coordinator for YYY. * I provided the groundwork for ZZZ. | |
| **TECHNOLOGY USED** | | |
|  | * Here you can list them all, the more the better: * Advanced (the top 5 you worked with most of the time, for developers: likely the reason you were hired in that project) * Functional: all the other ones you also worked with in this project * General: things like MS Windows, MS Office, JIRA, Confluence, etc. | |