|  |
| --- |
| **PERSONAL DATA** |
|  | First Name Last NameAddressTel.: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.** |  |

|  |
| --- |
| **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.
 |