

# Your Name

[email@address.co.uk](mailto:email@address.co.uk)

07712 345678

99 Example Street, Example Town, Example City, EX4 3PL

[Find out more about which personal details you should include](#)

## PERSONAL STATEMENT

[Find out how to write the perfect personal statement](#)

I am an experienced and motivated Network Manager accomplished in delivering secure resilient systems on time and budget to meet business needs.

I'm an adaptable and efficient team player with excellent communication skills at all levels. I'm looking for a role where I can develop my skills further, researching new technologies and reveling in new challenges.

## KEY SKILLS

[Find out more about how to display the skills you have on your CV](#)

### Technical Skills

- Microsoft Office
- Microsoft Project
- Exchange 2000 / 2003 / 2007
- Cisco Routers
- MS SQL 2000
- Windows Mobile / Blackberry
- LAN / WAN VPN
- Dell OpenManage
- PCI / DSS
- XHTML
- CSS
- JavaScript

### Certificates

- Cisco Certified Internetwork Expert
- Microsoft Exchange Certified Professional

## EDUCATION

[Find out more about how to display your qualifications on your CV](#)

- BSc (Hons) **Information Systems** (2:1)  
University of Westminster
- A-Levels – **English** (B), **Business Studies** (B), **ICT** (A)  
Westwood College, Hampshire
- 9 GCSEs including **Maths** (A), **English** (A), **IT** (A)  
Holland Park Secondary School, Hampshire

## **EMPLOYMENT HISTORY**

[Find out how to list your previous experience on your CV](#)

### **Network Manager** (MM.YY > MM.YY)

Universal Impact Ltd | South East London | [www.monster.co.uk](http://www.monster.co.uk)

#### Key Achievements

- Project managed the implementation of IT infrastructure for relocation of UK distribution centre within 6 month deadline to a £100k budget
- Supervised the successful global; WAN ADSL rollout using Cisco ADSL routers
- Introduced standards relating to IT procedures leading to improved network efficiency and a 20% reduction in downtime

### **Network Project Leader** (MM.YY > MM.YY)

XYZ Sports Retail | South East London | [www.monster.co.uk](http://www.monster.co.uk)

#### Key Achievements

- Day-to-day management of 35 servers achieving a 25% reduction in serious system crashes within a 12 month period
- Implemented a new Disaster Recovery plan which was rolled out across the company and direct partners
- Supervised 20<sup>nd</sup> & 3<sup>rd</sup> line support staff for 5 offices staff and 180 retail outlets across the UK.

### **Junior Project Manager** (MM.YY > MM.YY)

ABC Architecture | South East London | [www.monster.co.uk](http://www.monster.co.uk)

#### Key Achievements

- Designed and implemented new helpdesk call logging system and procedures leading to an 8% increase in customer satisfaction
- Managed a multi location data centre serves and equipment to ensure efficient and effective usage
- Supervised 2 Network Engineers and helped provide training and technical support
- Managed Blackberry deployment and associated training to management team

## **PERSONAL INTERESTS**

[Find out what hobbies and interests to include on your CV](#)

Website Design | Shopping | Traveling | Reading | Rugby | Table Tennis

## **REFERENCES**

[Find out how to decide on your references](#)

References are available on request.