**NAME SURNAME**

Your photo

Year of birth: YYYY (optional)

Place of residence: City, Country

Phone: **+ …**

E-mail: **…**

LinkedIn:

|  |  |
| --- | --- |
| **DEGREES** | YYYY-YYYY |
| Name of the University |
| Acquired degree/ Qualification |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **TRAINING AND COURSES** | YYYY-YYYY |
| Name of the Institution: Course |
|  |
|  |

**LICENSES AND CERTIFICATIONS**

|  |  |
| --- | --- |
| **Name** | **Year Valid** |
|  |  |

**CARRER SUMMARY**

|  |  |
| --- | --- |
| **MM.YYYY- MM.YYY (till now)**NAME OF THE ORGANISATIONJob Position | **Industry**: …**Company turnover (last or current year)**: …**Listed (Yes/ No)**: …**Total Number of employees**: …**Number of direct subordinates**: …**Number of indirect subordinates**: …**Reporting to**: …**Budget responsible for (last or current year)**: …**Decision making scope**: …**Main responsibilities**:* …

**Achievements**:* …

**Key performance indicators (KPI)**:* …

**Reasons for leaving**: … |
|  |  |
|  |  |

**PLEASE LIST RELEVANT PROJECTS EXECUTED BY YOU**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Timeline** | **Budget** | **Number of people involved in the project** | **Impact on business (e.g. revenues and profit increased, customers acquired, processes improved, new products introduced, costs decreased)** | **Other information** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SUMMARY ON CORE SKILLS AND COMPETENCIES**

* …

**SOFTWARE SKILLS**

* …

**DRIVING SKILLS (CATEGORIES)**

* …

**LANGUAGE SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
| Latvian |  |  |  |
| Russian |  |  |  |
| English |  |  |  |
| Other |  |  |  |

Basic level: A1/A2; Medium level: B1/B2; High level: C1/C2/ Native

**NEW EMPLOYMENT POTENTIAL STARTING DATE…**

**REMUNERATION EXPECTATIONS**

* Monthly/ Yearly income (gross/ net): …
* Benefits and bonuses: …

**REFEREES**

Please indicate 3 referees who can describe Your professional performance in the last five years:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Professional relationships** | **Name, Surname** | **Position, company** | **Years of working together** | **Telephone number** |
| Direct manager |  |  |  |  |
| Colleague |  |  |  |  |
| Subordinate  |  |  |  |  |