Name

0499 999 999 email@email.com Linkedin.com/in/name/

This template has been created to assist you with crafting your resume with the guidance of your Coach. Please use the headings as a guide only.

**FRONT PAGE**

Only include what is most important for the role you are targeting on the front page, your Coach can help with this.

**CAREER PROFILE**

(Use Career Profile resource on the [JA Portal](https://www.ct.hudson.com/skillup) to summarise your area of expertise, experience, most marketable / relevant skills, and unique offering. Consider this as your elevator pitch or value proposition see example below.)

A highly innovative Operations Manager with Mechanical Engineering, maintenance and asset management experience.

My expertise is in process improvement and driving operational efficiencies founded on strong Mechanical Engineering principles.

I am driven by opportunities to incorporate Lean principles to uncover inefficiencies, streamline processes and reduce excess expenditure through the design of effective solutions. My collaborative, approachable and coaching leadership style has enabled me to transfer knowledge across large teams, upskill resources and implement resource planning strategies to optimise site performance.

**AREAS OF EXPERTISE**

(Select the to 4 or 5 competencies important to the role to be subheadings and include one achievement statement as evidence of your strength in this area. This enables you to utilise examples from all your roles across your entire career This is a great way to bring achievements from the 3rd or 4th page to the front page.)

**Cost Optimization:** Accomplished US$17m cost savings per annum, by leading the global team through workshops, restructuring and strategizing various regions and functions. Driving multiple cost savings initiative across multiple countries simultaneously.

**System Efficiency:** Known for implementing and automating systems thereby significantly improving efficiency. Lead key system implementations, trained and managed the migration process. Also reduced month end process by 3 days (from 2010 till date) with the help of automating and capability building

**Leadership and Inspiration:** Extensive success in staff training, leadership and motivation. Led cross function team 30+ across multiple countries, promoting many to senior financial roles.

**ACADEMIC QUALIFICATIONS**

(Include your relevant degrees, certificates and professional development courses)

**Course Institute Year Completed**

MBA Project Management USQ 2001

BA Engineering QIT 1983

**MEMBERSHIPS AND ASSOCIATIONS**

(Include your relevant memberships, registrations, and associations etc)

**CAREER SUMMARY**

(You can go back as far as you feel is relevant and tells the story you want to about your career)

**Role Name of Organisation Employment Duration**

Operations Manager Organisation Year - Year

Process Improvement Engineer Organisation Year - Year

Mechanical Engineer Organisation Year - Year

**SECOND PAGE**

This is where we dive into the detail of your work experience in a reverse chronological order. Try to leave no gaps and explain those that exist e.g. Career Break, Study Break, Maternity or Paternity Leave. Follow this format to cover the last 10 years in detail. For positions prior to the last 10 years, write a brief summary of purpose and scope of role only.

**EMPLOYMENT HISTORY**

**Role Name of organisation Month Year – Month Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry. See below as an example)

\_\_\_\_\_\_\_\_\_\_ is the global leader in water, hygiene and energy technologies and services that protect people and vital resources for customers around the world with over 49,000 employees globally.

(Include a brief summary about the purpose and scope of your role. Make sure mention your job title. See below as example)

As the Operations Manager I have overall responsibility for the Asset team of 5 which consists of Engineering personnel, a planner and maintenance supervisors. The role also covers design, maintenance, capex and opex project management for the Queensland quarries.

Responsibilities

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to create a tactical list of your responsibilities using active, dynamic verbs to provide context and position you at the right level. See example below)

* Capital management and maintenance management of the Heavy Mobile Equipment Fleet and Fixed plant and infrastructure
* R&M budget, development of preventative maintenance strategies which have improved OEE of fixed plant
* Mentoring and coaching of Engineering graduates and team members to support their growth and development

Achievements

(Use the [JA Portal Resources](https://www.ct.hudson.com/skillup) to build Achievement Statements that provide context, are measurable, specific and include the action and result achieved. See example below)

* Contributed to the development of national preventative maintenance activities for all quarries and developed and embedded site specific maintenance plans
* The establishment of effective relationships with key stakeholders, enabling the delivery of projects on time and on budget

**\*If you have had many roles within the same company it may be more suitable to use the format below instead\***

**Name of organisation** (Total years in company) **Year –Year**

(Include brief description of the organisation: What it does, annual turnover/ revenue, where it is represented, number of employees and industry.

**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities

*
*

Achievements

*

**Role** (Years in this role) **Month Year – Month Year**

(Include a brief summary about the purpose and scope of your role)

Responsibilities

*

Achievements

**LAST PAGE**

Consider this where you list the information that wasn’t important enough or specific enough to the role to put on the first page but that you don’t want to emit e.g. Internal training or professional development if the list is quite long

This could also be where you include headings for **Volunteer experience**, **Professional Memberships,** and any **Professional Development**.

**REFEREES**

(Watch our brief References Video on the [JA Portal](https://www.ct.hudson.com/) for a quick guide on best practice but if you are specifically requested to include them you can list as provided below)

Referees are available upon request

**OR**

Referee Name Title / Position Company Employed In