

## FULL NAME

Mobile: 01234 567890

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*A highly experienced, innovative and effective leader who has consistently delivered results to tight time constraints in challenging environments. Extensive project and people management experience in a variety of fields, as well as experience in prioritising issues, assessing risks and making decisions under pressure.*

### KEY SKILLS:

- **Leadership and management** – Led up to X soldiers on Y tours of Afghanistan.
- **Decision making** – Proven in planning and making sound decisions under pressure.
- **Project Management** – Leading large teams to complete major tasks from building the business case to market delivery, to time constraints; developing and implementing effective solutions, often requiring an innovative approach and stakeholder management.
- **Training and development** – Facilitator, coach and mentor to UK and international students of varying languages, cultures, ages and experiences.
- **Risk management** – Proven in judging situations and analysing risks.
- **Analysis and assessment** – Enabled strategic decision making by reviewing and judging information and producing quality assessments.
- **Diplomacy and Relationship Management** – Consistently relied upon to represent the department and interact with UK and international clients to achieve the best results.
- **Verbal and written briefing** – Briefed and written reports to large audiences.

### EMPLOYMENT HISTORY:

#### ***Senior Instructor at ATR X, MOD. 2013-Present.***

- **Training and Development.** Graded best instructor in the Regiment due to an ability to coach groups of up to 40 young men and women from differing ages, backgrounds and experiences through the world's most demanding phase 1 military training.
- **Stakeholder Management.** Ensured the best results for my recruits by effectively managing key stakeholders from curriculum writers, accountable executives, peers and colleagues; enabling a relaxed and focussed environment within which to cultivate excellence.
- **Communication, Direction and Guidance.** Minimised confusion by gaining clarity early and communicating this effectively; or when this was not forthcoming, by judging situations, assessing risks and making decisions to maintain momentum.
- **Briefing and Presentation.** Delivered briefings and lessons as well as provided written reports to enable the successful evolution of the Training Regiment in fast-changing times; keeping it at the forefront of the world's military training establishments.
- **Career Development and Management.** Responsible for the welfare and training of up to 40 young recruits from a variety of backgrounds, writing reports, providing feedback interviews and ensuring every member of my team was pro-actively managed to get the most out of their career.

#### ***X Commander (management position) 1 Royal Buffers (including X tour of Afghanistan). 2011-2013***

- **Leadership and Management.** Responsible for the welfare, training and career development of up to X soldiers on and off operations. Graded as the top X Commander in my *Platoon/Company/Troop etc.*
- **Project Management.** Planned and co-ordinated the international movement of X people, X vehicles and X equipment to and from *operations/exercise in Afghanistan/Canada* including de-conflicting dependencies and synchronising other complexities enabling 100% operational effectiveness in a very tight timeframe.
- **Strategic Planning and Product Delivery.** Analysed information received from headquarters resulting in innovative plans which were effectively communicated upwards to strategic decision-makers and downwards to subject-matter experts, enabling controlled yet agile delivery achieving strong results.

**EDUCATION AND QUALIFICATIONS:**

- Degree/NVQ/A-Levels/GCSEs (only write highest education qualifications).
- Project Management PRINCE2 Practitioner.
- Member of the Chartered Management Institute (MCMI).
- Certificate in Army Staff and Leadership Coaching.
- Cleared to the highest level of security vetting in the UK.

**GENERAL INFORMATION:**

- Certified at Alpine skiing and as a Cross-Country Ski Tour Leader.
- Qualified as a PADI Advanced Open Water SCUBA diver.
- Placed X/5000 in Tough Mudder 2010 and part of the overall winning team.
- Bronze medal in the 2009 X Triathlon event.
- Keen sailor, participated in ocean races and regattas.
- Completed the 2003 London Marathon.
- Completed the Three Peaks in twenty-four hours in 1996.
- Enthusiastic guitar player.