

Example of a Functional CV

Christine Jones

24 Mansfield Drive, Chedlee,
Manchester, M23 4DJ.
Tel: (0161) 234 1234
Chrisj@jackson-eng.com

PROFILE:

A self-motivated and hard working Personnel Officer with experience in all aspects of personnel work. Able to use own initiative and work as part of a team. Proven leadership skills, including managing and motivating other staff to achieve company objectives. An effective communicator at all levels within an organisation. Good problem solving and analytical skills. Computer literate.

HUMAN RESOURCE PLANNING:

- Assessing the company's future staffing requirements over the short, medium and long-term.
- Liaising with the company's senior management to determine their human resources requirements.
- Producing a comprehensive human resources plan for the company's expansion over the next five years.

REWARD MANAGEMENT:

- Administering the company's pay policy.
- Devising new and effective company incentive schemes - these have reduced absenteeism and increased production levels by 10%.
- Managing the company's share ownership scheme.
- Liaising with the external fleet manager.

RECRUITMENT & SELECTION:

- Preparing and placing advertisements in the local and national press.
- Interviewing candidates and checking references.
- Producing job descriptions and contracts of employment.
- Liaising with other departments in the company over candidate selection/rejection.
- Co-ordinating with local job centres, schools and colleges.

TRAINING & DEVELOPMENT:

- Developing effective training programmes in conjunction with other departments in the company.
- Organising and conducting induction training sessions for all new employees.
- Appointing and monitoring external training organisations for specialist training courses.

EMPLOYEE SERVICES:

- Managing and maintaining staff personnel records.
- Counselling staff as and when required.
- Organising social activities as the Activities Officer of the staff social club.
- Producing Health & Safety reports.

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EXPERIENCE:

1989 - JACKSON ENGINEERING
date
1995 - Personnel Officer
date
1989 - Personal Assistant to the Director
1995

1983 - ATLAS FOODS LTD
1989
1987 - Secretary to Manager
1989
1983 - Typist
1987

TRAINING:

Presentation Skills, Negotiation Skills, Team Leadership, Training the Trainer Course, Administration in a Personnel Department.

QUALIFICATIONS:

IPM Certificate in Personnel Practice.

6 GCE O Levels: English Language [C], Mathematics [C], French [C], Biology [C], Geography [C], History [C].

ADDITIONAL INFORMATION:

Driving Licence: Full, clean.

INTERESTS:

Keeping fit - tennis, squash, gym. Amateur dramatics - usually take part in at least one production per year (work permitting!).