

Example CV Template

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PERSONAL INFORMATION

Name

Address

Phone number (Mob)

(Home)

Email

EDUCATION AND QUALIFICATIONS

Master of Business Administration, Australian Graduate School of Management (2003 – year optional)

Bachelor of Arts (Honours), Business Studies, University of Technology Sydney (1992 - year optional)

FURTHER DEVELOPMENT

Advanced Leadership Course, Columbia Business School, United States of America (2005 - year optional)

Company Directors Course, Australian Institute of Company Directors (2013 - year optional)

MEMBERSHIPS AND AFFILIATIONS

Graduate Member, Australian Institute of Company Directors (GAICD)

CAREER OVERVIEW

DATE	EMPLOYER	POSITION
June 2011 – Present	Swift Group	Chief Executive Officer
June 2008 – May 2011	Housing Assist Australia	Chief Executive Officer
December 2007 - June 2008	Housing Assist Australia	Development and New Business Director

(List all relevant past positions)

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DETAILED EMPLOYMENT HISTORY

SWIFT GROUP June 2011 – Present

Swift Group was the largest private company in the non-emergency patient transport sector. Swift Group was owned by a boutique Private Equity firm in Australia. Its revenues were \$50 million, and had 1000 employees. The company developed in NSW as a result of State Government changes to the emergency ambulance sector in the mid-nineties.

Chief Executive Officer

Responsibilities:

- Reporting to the Private Equity firm and the investor group, this role centred on turnaround, profitable growth and making it IPO ready by December 2010.
- Direct responsibility for the whole business, its 1000 employees in Australia, financing, investor and Government relations, as well as business development and carriage of the IPO process.

Achievements:

- Profits from Financial Year 2008 to Financial Year 2010 more than doubled.
- Led a full business re-engineering review and subsequent restructure of the company's operating units and management team.
- Achieved double digit growth year on year, with a solid mix of organic and new contract growth.
- Led the IPO process which positioned the company for IPO approval by the ASX in December 2010, including a successful investor roadshow across Australia.
- Successfully developed new interstate businesses in Victoria, South Australia and Western Australia by engaging with potential clients and selling the services to major public and private hospital groups, as well as winning a 5 year deal to provide Race Day Medical Services to Racing Victoria Limited.

HOUSING ASSIST AUSTRALIA December 2007 – May 2011

Housing Assist Australia is a not-for-profit community housing provider managing over 2,000 homes nationally, with a combined turnover of \$14 million and assets of \$140 million.

June 2008 – May 2011 **Chief Executive Officer**

December 2007 - June 2008 **Development and New Business Director**

Responsibilities:

- Originally commenced as Development and New Business Director, and moved to the role of Chief Executive Officer within 7 months.

Achievements:

- Increased revenue by 15% through new project growth, and reduced costs by 5% through restructuring.
- Finalised a 10 year property and tenancy management for 500 properties in Tasmania.
- Played a key role in refinancing \$26 million in debt.

(List all past positions, detailing all relevant responsibilities and achievements. More detail for roles in the last 10 years)