**NAME SURNAME**

Your photo

Year of birth: YYYY

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 ORGANISATION  Job 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**: … |
|  |  |
|  |  |

**PROJECTS EXECUTED (PLEASE INDICATE RELEVANT PROJECTS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Timeline** | **Budget** | **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

**EMPLOYMENT NOTIFICATION PERIOD**: …

**REMUNERATION EXPECTATIONS**

* Monthly/ Yearly income (gross/ net): …
* Other additional benefits and bonuses: …