

CV Template

Here is a simple CV template which you can use to create your own CV

Joe Bloggs

Summary

"[Click here and type a BRIEF summary of your skills]"

Experience

2000 – Current ABC Company Wellington
National Sales Manager

ABC Company is a national organisation providing outsourced technical services to a range of mid – large sized companies. We manage their pay roll utilizing our systems.

Responsibilities

- Managed a team of 8 staff developing technical solutions for our clients
- Managed and worked on a number of RFPs
- Liaised with the implementation team once RFP won
- Followed up with client Post Sales to ensure satisfaction and on-going business

Achievements

- Increased sales from \$10 million to \$32 million.
- Doubled sales per representative
- Suggested new products that increased earnings by 23%.

Responsibilities

1994–1999 Ferguson and Biggs Lower Hutt
District Sales Manager

Ferguson and Biggs is a company specializing in the supply of IT financial packages for mid – large businesses. It holds the franchise for a range of products and this office covers the lower North Island.

- Managed a team of 5 staff
- Looked after the top 5 clients personally
- Managed training for all staff
- Developed sales methodologies in conjunction with the team
- Liaised with the implementation team

Achievements

- Increased regional sales from \$3 million to \$10 million.
- Managed 5 sales representatives in 3 different locations.
- Implemented training course for new recruits — increasing profitability.
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	1990–1993	Duffy Vineyards	Hastings
	Senior Sales Representative		
	Duffy Vineyards had just increased its production to the point where it needed to more actively market their products nationally and overseas.		
Responsibilities	<ul style="list-style-type: none">▪ Developed a sales strategy▪ Worked in conjunction with a marketing company to establish branding for local and overseas markets		
Achievements	<ul style="list-style-type: none">▪ Expanded sales team from 1 to 3 representatives.▪ Tripled revenues for the company.▪ Expanded sales to include mail order accounts.		
	1987–1990	LitWare Ltd	Napier
	Litware supplies specialized lighting equipment to commercial premises		
	Sales Representative		
Responsibilities	<ul style="list-style-type: none">▪ Worked with the Sales Manager to identify potential markets in the Hawkes Bay and surrounding regions▪ Cold called on a number of potential customers and developed business with about 25% of these▪ Developed a mail - out campaign and then followed up with good success▪ Maintained contact with customers and obtained follow up business		
Achievements	<ul style="list-style-type: none">▪ Expanded territorial sales by 200%.▪ Received company’s highest sales award two years in a row.		
Education	1983–1986	University of Waikato	
	<ul style="list-style-type: none">▪ B.B S., Majoring in Business Administration and Information Science.		
Technical Skills	"[Click here and type a summary of your technical skills]"		
Interests	Running, gardening, carpentry, computers.		