

Experienced CV Template

Your Full Name

City, Postcode | your.email@example.com | 07123 456789 | linkedin.com/in/yourname

Professional Summary

Experienced operations and project support professional with a background in healthcare, leadership, and service improvement. Skilled in stakeholder engagement, data analysis, and system optimisation. Proven ability to lead initiatives, manage teams, and support operational targets.

Key Skills

- Project Management
- Stakeholder Engagement
- Data Analysis & Reporting
- NHS Systems / Digital Tools
- Communication & Presentation
- Time & Resource Management
- Performance Tracking
- Team Collaboration

Professional Experience

Service Manager – Healthcare Organisation Name, Location

Month Year – Present

- Managed daily operations across multiple services
- Coordinated clinics, staffing, and capacity planning
- Reported KPIs and supported performance reviews

Key Achievements:

- Improved patient experience through targeted initiatives
- Reduced waiting lists through process redesign
- Delivered monthly reporting to senior leadership

Operations Analyst – Company Name, Location

Month Year – Month Year

- Built dashboards and analysed internal performance data
- Supported workshops and process improvement projects
- Collaborated with HR and operations teams

Key Achievements:

- Reduced reporting time by streamlining templates
- Contributed insights that influenced policy changes

Education

Degree/Master's – University Name

Month Year – Month Year

- Grade: [if applicable]
- Relevant Modules or Certifications

Certifications

- e.g. Project Management Foundation (PRINCE2 or Agile PM)
- e.g. Power BI for Beginners – LinkedIn Learning
- e.g. Data Protection and Information Governance – NHS mandatory training
- e.g. Advanced Excel Skills – Online course or in-house training

Volunteering & Interests

- Volunteer, Organisation Name
- Interests: e.g. Reading, Fitness, Mentoring