

# Model CV functional engleza

In colaborare cu Model de CV

Modelul functional/ cronologic de CV poate fi foarte eficient in a prezenta abilitati si reusite specifice carierei pe care ati ales-o. De exemplu, daca aplicati la un post in domeniul jurnalismului, puteti intitula o sectiune din CV "Experienta in Jurnalism". In aceasta sectiune veti lista in ordine invers cronologica atat experienta platita cat si cea neplatita prin intermediul careia v-ati dezvoltat abilitatile in domeniul acesta. O intrare in aceasta sectiune poate fi "Editor, nume publicatie- responsabilitati"

Tipul de CV functional este foarte eficient pentru persoanele care au o oarecare experienta si sunt interesate in a-si schimba locul de munca.

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Education

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## HARVARD UNIVERSITY

A.B. with honors expected in History and Economics in 2003. Named Winthrop Scholar for "outstanding qualities of leadership, as expressed by academic excellence, great athletic ability and performance, or extraordinary gifts in entrepreneurship, music, or the arts." Experience

## BUSINESS MANAGEMENT

\* Assistant Manager of HSA Cleaners, an agency with annual revenue of \$300,000 and profits of \$90,000. Supervised all activities required to run a linen/laundry/dry cleaning business including: inventory control, sales, distribution, customer service, budgeting and accounting, advertising, quality control evaluation and implementation, contract negotiation, and interviewing, hiring, and training a staff of 10 employees.

## VENTURE CAPITAL

\* Intern for Strategic Capital Resources. Conducted market and tax code research. Identified and maintained personal contact with potential clients. Provided general assistance in writing business plans and offering memoranda. Assisted in the process of preparing businesses for expansion phases prior to initial public offerings.

## ORGANIZATIONAL TEAM BUILDING

\* Forged positive and productive liaison between management and personnel at HSA Linen.

\* As a leader in the Freshman Outdoor Program, underwent extensive group dynamics training to assist in creating a cohesive bond among 8 incoming freshmen while leading a weeklong wilderness backpacking trip.

\* Trained in leadership skills with Navy Reserve Officer Training Corps. Led NROTC human resources committee.

\* As a Senior Leader in Boy Scouts of America, planned and executed weekly meetings, weekend outings, and training workshops for 4 years. Trained, evaluated, and counseled over 100 younger scouts.

\* Earned the rank of Eagle Scout. Took command of 3 major community service projects. Coordinated with local organizations to raise funding and supplies. Planned project and supervised volunteers. Built erosion control system at C&O Canal National Historical Park as Eagle project.

## TECHNICAL SKILLS

- \* Proficient in use of Quattro and Excel spreadsheets, WordPerfect and Microsoft Word word processing, Mac Draw graphics, and Platinum and Paradox databases.
  - \* Provided professional service to top scientists by producing timely data analyses and graphic displays for Department of Defense physics laboratory. Co-authored report for use at the Pentagon.
- Employment History

Strategic Capital Resources, Boston, MA (9/2000-present)

Intern/Market Researcher

Harvard Student Agencies, Harvard University (2/2000-2/2001)

Assistant Manager of Linen

Career Orientation and Training for Midshipmen, Norfolk, VA (summer 2000)

NROTC summer service obligation

David Taylor Research Center, Carderock, MD (summer 1999)

Research Assistant/Data Analyst/Department of Defense Report Co-Author

Extracurricular Interests: play forward for Harvard Rugby Football Club; enjoy playing guitar and song writing; attend Harvard Memorial Church; enjoy backpacking and hiking.