**CV Template Sample 1**

**John Jones**

**Tel: 085 222 2222 Email:** **john@johnjones.com**

**5 The Rise, Sandyford, Co.Dublin LinkedIn URL:**

**PROFILE:**

Institute of Directors Ireland (IoD) member, experienced global C-Suite leader, former MD of XYZ EMEA Operations and Global Strategic Outsourcing, financial services COO, PCF42 (COO) approved by the Central Bank of Ireland (CBI). A senior leader with diverse industry experience and a proven track record of overseeing and leading large-scale organisation transformation, operational resilience, and revenue growth securing additional multimillion revenue streams and strategic partnerships. Successful at reinventing organisations, building capability and scale, a purpose driven culture and the next generation of leaders.

* Independent Non-Executive Director (INED) Board Experience – Currently serving as an Independent Non-Executive Director (INED) at XYZ, also Chairing the Audit and Risk Committee. Previously, held a seven-year tenure on the Audit & Risk Committee and served on the XYZ Global Leadership Committee. Possess over a decade of experience collaborating with C-Suites and Boards, providing strategic counsel and overseeing large-scale complex transformations.
* Fitness and Probity – Central Bank of Ireland approved PCF42 (COO) for COO roles XYZ and ABC.
* Leadership Experience – COO for multiple private equity-backed firms in the Financial Services sector. Longstanding member of the XYZ Global Leadership Team. Previously held the role of Managing Director at XYZ, overseeing Global Strategic Outsourcing. Before that, served as MD of XYZ EMEA Commercial Operations, where I successfully scaled operations from €50 million to over €100 million.
* Key Skillset – Strategy, purpose, culture; Governance, risk, compliance; People capability; Customer focused; Stakeholder management; Operational excellence and resilience; Commercial acumen; Building capability, scale, and growth.
* Core Values – Transparency, integrity, organisation development, delivering excellence, taking on big challenges and winning.

**BOARD AND COMMITTEE EXPERIENCE**

* INED and Chair of the Audit and Risk Committee, xyz date to date

**Brief description of what company does**

**Key achievements as a board member**

E.g. Oversee the committee's functions, ensuring effective risk management, compliance with regulations, and the integrity of financial reporting.

* XYZ Global Leadership Committee date to date

Member of XYZ Global Leadership Committee, the governing body accountable to stakeholders for organisation oversight, mission, visions, values, and strategy.

**PROFESSIONAL EXPERIENCE:**

Company, Role, date to date

Brief Description

Highlight achievements and board transferable skills.

Company, Role, date to date

Brief Description & Highlight achievements and board transferable skills.

Company, Role, date to date

Brief Description

Highlight achievements and board transferable skills.

Company, Role, date to date

Brief Description

Highlight achievements and board transferable skills.

**EDUCATION AND PROFESSIONAL QUALIFICATIONS / DESIGNATIONS**

* Chartered Director Programme — Institute of Directors Ireland
* Diploma in Risk Management, Internal Audit and Compliance — Chartered Accountants Ireland
* Fitness and Probity (PCF42) — Central Bank of Ireland
* BSc Honours Business & Economics — Trinity College Dublin
* Executive Education — Strategy, Leadership, Finance, Marketing, Value Based Leadership – Harvard Online.

**INTERESTS**

Volunteer with Special Olympics Ireland; coach with Local GAA Club; supporting and mentoring talent; family, health, and fitness.

**CV Template Sample 2**

**Joan Jones – Board Profile**

**TECHNOLOGY - GOVERNANCE - TALENT**

Experienced board member and Chair with extensive technology and governance experience in the private, public and not-for-profit sectors. Combines strategic, commercial and digital experience with a solid understanding of financial oversight, risk management, diversity and culture.

Broad international commercial experience in the technology industry spanning Europe, the USA and Asia Pacific, with a record of delivering growth at the leading edge of digital services whilst maintaining bottom line results. Experienced business leader with a focus on building customer loyalty and effective and resilient teams. Experience on both sides of M&A transactions in the technology sector and in managing growth, change and cross-cultural integration. An accomplished relationship builder through strong listening and influencing skills with a broad, international network.

**-** Growth Strategy **-** Culture & Diversity **-** Governance **-** Digital Technology **-** Financial Oversight **-** Stakeholder Relationships

**BOARD AND COMMITTEE EXPERIENCE**

**Organisation A: Chair** **2017 to present** Description of what the organisation does in 2 lines maximum

* As chair led the development of **strategic plan** to deliver profit increase of 20% and established a new business unit
* Established and chaired a **Remuneration Committee**

**Organisation B:** **Non-Executive Director** **2018 to present** Description of what the organisation does in 2 lines maximum

* Member of the **Audit Committee** with oversight of internal controls, systems and processes. Appointed new external auditor.

**Organisation C: Non-Executive Director 2018 to 2020**

Description of what the organisation does in 2 lines maximum

* As **Chair of the Risk Committee**, provided oversight & challenge on establishment of a robust risk management framework and embedded risk culture across organisation.

**School D: Trustee 2017 to 2020**

2 lines maximumabout the school and the role you played as a Trustee e.g. oversaw the appointment of a new principal, established cyberbullying policy and child protection policies.

Joan Jones | Phone: +353 85 222 2222| Email: joan@joanjones.com

**Charity E: Chair** **2008 to 2013**

Description of what the charity does in 2 lines maximum

* Built the board and steered early strategy development within a complex stakeholder ecosystem. Established compliance with Charities Code of Governance. Raised €2m in funds for investment in a new centre.

**EXECUTIVE EXPERIENCE**

From 2014 to 2020, as CEO of **ABC Ltd** led strategy development, P&l ownership, digital transformation and cultural change. ABC Ltd is a private company delivering data protection technology solutions across all sectors in UK and Ireland.

* Key Achievement 1
* Key Achievement 2

From 2006 to 2014, CTO at DEF Ltd. providing technology advisory services to commercial organisations in the USA, Africa and Europe including LMN, BDE and FGH Inc.

* Key Achievement 1
* Key Achievement 2

From 2000 to 2006, COO of the services division of **OPQ Comms**, a first-mover US data centre company, oversaw rapid worldwide growth whilst maintaining profitability:

* Built the services division from 200 to 600 professionals in 15 months & integrated acquisitions in the US, UK and China, to keep pace with the rapid build-out of data centres around the world.
* Achieved annual services revenue growth of 40% pa (to US$150m), whilst delivering divisional operating income of 15%.
* Designed & implemented the strategy to merge the professional and managed services teams into a single international services division (1600 staff), to enhance talent retention & profitability.

**EARLY CAREER**

Include a brief overview of your early career roles, organizations, timeframes, and any notable achievements.

**EDUCATION & QUALIFICATIONS**

* Leading from the Chair, INSEAD, 2019
* MIT Sloan Masters MSc Management, 2000
* Diploma in Accounting and Finance, Chartered Accountants Ireland, 1988
* Bachelor of Business Studies, ABC University, 1981

**INTERESTS**

* Member of the 30% Club and avid supporter of female leadership development
* Keen sailor and completed cross channel challenge and marathon runner

Joan Jones | Phone: +353 85 222 2222| Email: joan@joanjones.com