

Personal Details

- Full name John Jay Tall
- Date of Birth 1 May 1970
- Telephone 0000 111 555
- Postal address 200 Steel Road, Stopsley, Luton, Bedfordshire. UK LU2 7TT
- E-mail address john@gmail.com

Education

February 2000 – November 2002

- University University of Southampton (UK)
- Qualification **Masters in Business Administration**

February 1995 – November 1998

- University University of Southampton (UK)
- Qualification **Bachelor of business**

Awards

- September 2003 Received

Employment History

March 2004 – Current **Company Name Pty Ltd (Bedfordshire. UK)**
Short description about the company.

SENIOR CONSULTANT

- Tasks / Responsibilities Give clients advice and assistance with
- Organise and conduct overseas business trips to consult to prospects.
- Assist in business development, all promotions and marketing.
- Assist with the administration of the business.
- Assist with website development and content.
- Achievements Achieved a very high success record with

Dec 2002 – Feb 2004 **Company Name Pty Ltd (Bedfordshire. UK)**
Short description about the company.

MANAGEMENT CONSULTANT

- Tasks / Responsibilities To give clients
- To assist in updating and maintaining the business's database.
- To assist in business development.
- Achievements Achieved the highest result in
- Technical skills improved Database maintenance utilising technology.
- Reason for leaving

Jan 2000 – Jan 2002 **Company Name Pty Ltd (Bedfordshire. UK)**
Short description about the company.

BUSINESS DEVELOPMENT ASSOCIATE

- Tasks / Responsibilities To give clients
- To assist in updating and maintaining the business's database.
- To assist in business development.
- Achievements Achieved the highest result in
- Technical skills improved Database maintenance utilising technology.
- Reason for leaving

Etc....

(Please ensure to provide start & end dates (month/year) for each employment position)