

PERSONAL INFORMATION



James Smith

32 Kings rd,
London B26
3QJ United Kingdom
+44 2012345679
+44 7123456789
James007@hotmail.com

AOL Instant Messenger (AIM) smith.james.smith

Sex Male | Single | Date of birth 01 March 1973

JOB APPLIED FOR

European Project Manager

CURRICULUM VITAE

Independent consultant
British Council
123, Bd Ney, 75023 Paris (France)

EDUCATION & TRAINING

- 1993-1996 Bachelor of Science in Sociology
Brunel University, London United Kingdom
- 1996-1999 Master of Science in Sociology and Psychology
Brunel University, London United Kingdom
- Sociology of risk
 - Sociology of scientific knowledge / information society
 - Anthropology
 - E-learning and Psychology
 - Research methods
- 2003-2007 PhD -Thesis Title: Young People in the Construction of the Virtual
Brunel University, London United Kingdom

WORK EXPERIENCE

- August 2010 – Dec. 2015 Independent consultant
British Council
123, Bd Ney, 75023 Paris (France)
- March 2010 – July 2010 Internship (Volunteer)
European Commission, Youth Unit, DG Education and Culture
200, Rue de la Loi, 1049 Brussels (Belgium)
- Oct 2005 – Feb. 2010 Researcher / Independent Consultant
Council of Europe, Budapest (Hungary)

ACHIEVEMENTS

- Award for the best published paper in British Sociology 2005.

<input checked="" type="checkbox"/> Checklist for Writing CVs	
I	Preparation
<input type="checkbox"/>	List for yourself all of your experience, achievements, work experience, prizes, awards, involvement in societies, sports and clubs and your other interests and skills.
<input type="checkbox"/>	Read the job advertisement or job description and look at the organisation's website, publicity material and recruitment literature. Identify the skills and competencies required for the role.
<input type="checkbox"/>	From your list, select your most relevant examples that demonstrate the skills and competencies required for the role.
<input type="checkbox"/>	Target your CV to each position applied for.
<input type="checkbox"/>	Select the format of CV.
II	Style
<input type="checkbox"/>	Is your CV well laid out and inviting to read and easy to scan quickly?
<input type="checkbox"/>	Is the layout well balanced, with effective use of space, using the full width of the page?
<input type="checkbox"/>	Are your key points easily to find? Avoid writing in paragraphs...
<input type="checkbox"/>	Did you use jargon, acronyms and technical details which may not be understood or provide too much detail?
<input type="checkbox"/>	Do you have written completed tasks and activities in the past tense?
<input type="checkbox"/>	Do you use bullet points to highlight and package information?
<input type="checkbox"/>	Do you use action words such as analysed, created, recommended, managed or led for starting bullet points?
<input type="checkbox"/>	Are fonts (type and size) consistent and not too small (11pt minimum)?
<input type="checkbox"/>	Has your CV been checked for grammar and spelling by friends, colleagues?
III	Content
<input type="checkbox"/>	Do you keep it to one or two full pages? Does it has pdf format with less than 4MB?
<input type="checkbox"/>	Do you avoid too much excessive detail or unfocused material? Does the most relevant information occupy the most space?
<input type="checkbox"/>	Do you provide evidence of your contribution and impact? Do you use numbers, percentages and values to quantify your impact?
<input type="checkbox"/>	Do you focus on "actions taken" rather than "responsibilities" to showcase your skills?
<input type="checkbox"/>	Are dates reverse chronological if you are using this type of format? Is your content up to date? Is the content consistent with other sources of information, e.g. linkedin profile, website?
<input type="checkbox"/>	Are there any gaps in your history? Do you explain any significant 'time gaps' in your CV?
IV	Conclusion
<input type="checkbox"/>	Does it look good? Would <i>you</i> want to read it? Would an <i>employer</i> want to read it?

- Evaluation of youth training programmes for SALTO UK. Results led to immense cost cuttings which helped running the programmes for another term.
- Organization of a 2 day workshop on non-formal education for Action 5 large scale projects focusing on quality, assessment and recognition.
- Working with a project team carrying out in-depth qualitative evaluation of the 2 year Advanced Training of Trainers in Europe using participant observations, in-depth interviews and focus groups. Work carried out in training courses in Strasbourg, Slovenia and Budapest.

PERSONAL SKILLS

Mother tongue(s): English

Other language(s):

French C1 C2 B2 C1 C2

German A2 A2 A2 A2 A2

Communication skills / Team work: I have worked in various types of teams from research teams to national league hockey.

Mediating skills: I work on the borders between young people, youth trainers, youth policy and researchers, for example running a 3 day workshop at CoE Symposium and my continued work on youth training programmes.

Organisational / managerial skills: Whilst working for a Brussels based refugee NGO I organized a Civil Dialogue between refugees and civil servants at the European Commission meeting on 20th June 2012 -during my PhD I organised a seminar series on research methods

Computer skills: Competent with most Microsoft Office programmes, experience with HTML.

ADDITIONAL INFORMATION

Publications: How to do Observations: Borrowing techniques from the Social Sciences to help Participants do Observations in Simulation Exercises. Coyote EU/CoE Partnership Publication, (2002).

<input checked="" type="checkbox"/> Checklist for Writing Cover Letters	
I	Preparation
<input type="checkbox"/>	Make the letter different each time. If you insert another company's name, does the letter still read the same?
<input type="checkbox"/>	Are you clear and positive about why you want the job?
II	Style
<input type="checkbox"/>	Do you use plain language? Is your text easy to understand?
<input type="checkbox"/>	Are there any sections that are hard to read or follow? If yes, try to simplify the language, use shorter sentences or take out that section completely.
<input type="checkbox"/>	Did you check your spelling?
<input type="checkbox"/>	Does every sentence starts with "I"?
III	Content
<input type="checkbox"/>	Do you address the target person personally by his/hers name?
<input type="checkbox"/>	Do you name the position you apply for? Is there a reference code?
<input type="checkbox"/>	Do you mention your current position and is it possible to relate it to the new position?
<input type="checkbox"/>	Do you give evidence for all your claims?
<input type="checkbox"/>	Do you outline the qualities and skills that you believe you can bring to the job or organisation.
<input type="checkbox"/>	Don't repeat your whole CV.
IV	Conclusion
<input type="checkbox"/>	Does the letter hit the right balance between being interested and overly enthusiastic?
<input type="checkbox"/>	Are you honest with your messages and arguments?