

Sample Personal Profiles for CVs Handout

To arrange to have your CV/Application form reviewed please contact

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Action:

- Ability to prioritise and deal effectively with a number of tasks simultaneously
- Decisive and action oriented/ decisive and results-driven/ Determined and decisive
- A "can-do" attitude, with the ability to build trust and credibility with managers and employees
- High energy and drive, strong organisational and administrative skills
- Ability to handle multiple projects simultaneously in a fast-paced and dynamic environment
- Proactive with a strong focus on success
- Ability to follow through and deliver concrete results
- Entrepreneurial and pro-active
- Ability to identify and develop opportunities
- Self motivated and focused
- Energetic performer with an upbeat, positive attitude/
- Enthusiastic learner, eager to meet challenges
- Active and dynamic approach to work and getting things done
- Ability to make decisions, be accountable, meet/exceed goals, achieve high-quality results
- A "doer" with ...

Commercial:

- Ability to operate successfully in a commercial environment
- Strong business acumen
- Business vision and strategic acumen
- Experienced xxx with a track record of exceeding target.

Communication

- Strong selling and negotiation skills developed through close customer contact in retail work experience. Trained in sales techniques, upselling initiatives and customer care. Consistently exceed sales targets. Currently 150% above target.
- Presentation skills demonstrated during the delivery of group presentations at College. Have presented to groups of up to 80 and enjoy public speaking.
- Effective communicator with strong customer care skills
- Highly articulate, confident and persuasive team-builder,
- Track record of motivating staff to achieve exceptional business performance.
- Excellent written and verbal communication and interpersonal skills.
- Excellent communication and presentation skills. Ability to present comfortably to large or executive audiences
- Strong communication and facilitation skills/ Excellent communication and influencing skills
- Demonstrated cross group collaboration and influencing skills at senior management level
- Ability to interact with other people at all levels of the organization.
- Highly developed selling, influencing and negotiation skills.
- Ability and proven experience in managing, motivating and communicating with interdependent groups of people is essential
- Collaborative team building orientation to work with people at all levels
- The ability to present information to management teams
- Excellent listener and communicator who effectively conveys information verbally and in writing
- Able to communicate, orally, ideas clearly, concisely, and persuasively
- Ability to build trust and credibility with managers and employees
- Ability to communicate accurately and efficiently via many different media.

Customer Focused:

- Strong customer focus, Experience in recognition of customer needs and how to deliver an effective customer experience
- Strong client service orientation
- Proven track record of establishing ties with key decision makers
- Understanding of key client issues

- Commitment to Right First Time

Detail

- Focus on accuracy and attention to detail
- Ability to coordinate group projects and complex timelines
- Quality focussed with a passion for continuous improvement
- Articulate, focussed and organized
- Strong planning, organising and monitoring abilities - an efficient time-manager
- Attention to detail, planning, organization, and daily delivery requirements

Difficult Environments:

- Ability to make positive contributions towards business improvement and teamwork
- Respond quickly to changing situations; and work well under pressure while maintaining individual and team effectiveness.
- Ability to handle pressure with ease.

Environment

- Ability to cope with ambiguity, contradiction, stress and uncertainty
- Demonstrated experience managing ambiguous / change management programs
- Ability to deal with change, tolerate ambiguity and flexibly lead teams in a dynamic environment
- Ability to create an environment that supports and encourages constructive resolution
- Fully committed to change and continuous process improvement
- Flexibility and positive attitude to change

Flexible:

- Highly adaptable, mobile, positive and resilient
- Flexible, "can do" approach to work
- Flexible team player with a track record of prioritising and juggling multiple concurrent projects
- Flexible and responsive.
- Ability to manage multiple initiatives with deadlines
- Ability to influence change priorities based upon business need.
- Willingness to pick up and develop new skills
- Ability to balance a number of conflicting priorities and make decisions.

Goal Oriented/Target Driven:

- Ability to build a shared sense of urgency and capacity for achieving identified goals
- Results-driven approach to achieving tasks and objectives
- Persistent and tenacious; comfortable with demanding targets
- Results oriented - focused on productive and high-yield activities
- Results-driven achiever with excellent planning and organisational skills
- Target driven
- Ability to work independently and successfully in a high-performance team environment
- Proven track record of meeting and exceeding targets
- Demonstrate a track record of making significant contributions to business growth
- Strong track record of delivering complex projects within schedule and cost objectives
- Dependable in consistently delivering reliable results
- Strong prioritisation and time management skills with particular focus on meeting deadlines

Initiative

- Ability to work on own initiative, with minimum supervision

Management

- Encourage staff to act independently and effectively

- Proven leadership skills involving managing, developing and motivating teams to achieve their objectives.
- Provide leadership in a changing environment
- Experience of team development, coaching and knowledge of continuous improvement processes.
- Goal-driven leader who maintains a productive climate and motivates employees to meet high performance standards
- Solid judgment and management skills to effectively deal with people's needs/issues
- Ability to manage within a diverse and distributed team environment
- Experience in developing and fostering the personal and professional growth of others
- Experience in taking a high level of independent responsibility and decision making on a day to day basis with a high degree of personal accountability

Personality

- Creative and enthusiastic
- Outgoing with strong and effective XXX skills.
- Versatile with the ability to learn new tasks/skills quickly.
- A xxxx with a proven track record in the xxx industry.
- Able to work on own initiative and as part of a team. First-class analytical, design and problem solving skills. Dedicated to maintaining high quality standards.
- Strong functional knowledge of xxxxxxxx
- Organised with good analytical abilities and presentation skills.
- Track record for meeting timelines and meeting expectations
- Experienced and innovative with sophisticated sales, customer service and business administration skills.
- Strong client service orientation and ability to adapt
- Strategic, entrepreneurial and have an analytical mind.
- Knowledge and experience in implementing business critical, high impact
- Quality focussed with a passion for continuous improvement
- Confident, ambitious, pro-active and innovative
- Outgoing personality with excellent communication and training skills
- Self-starter with the ability to work in a fast paced dynamic environment.
- Strong interpersonal skills & personal drive.
- Entrepreneurial flair and self-motivating attitude
- Target driven, self motivated
- Self-driven and self-reliant
- Energetic and positive outlook,
- Dynamic and resourceful
- Confident, assertive a 'doer'

Problem Solving

- Advanced analytical, troubleshooting, and problem solving skills;

Relationships/Influencing

- Ability to build positive and mutual relationships/ Ability to build productive working relationships
- Good collaborator with the ability to bridge internal and external clients
- Ability to influence at senior management level./ Ability to influence and persuade others/
- Ability to engage and influence clients
- Accomplished communicator with excellent interpersonal and influencing skills
- Excellent internal and external negotiation skills
- Strong sales presentation skills, with the ability to influence and impact an audience
- Demonstrated ability in achieving customer and partner satisfaction
- Ability to influence others to achieve business objectives
- Excellent communicator with the gravitas and interpersonal skills to interact at a senior level.
- Ability to motivate others and influence work behaviours within a fast paced environment
- Ability to explain and influence effectively to create understanding/buy in

- Proven skills building and maintaining productive relationships with organizational partners
- Ability to build lasting relationships
- Strong contacts network

Team

- Experience of working in groups during academic projects including planning, role allocation, co-ordination and commitment. Recent 3rd year team project placed 1st in Class.
- Strong team player and able to use own initiative to achieve company objectives
- Good team player and highly adaptable to change
- Clear ability to lead and manage a small group in a highly task driven environment
- Ability to manage develop and motivate people
- Strong teamwork and collaboration skills.
- Ability to manage multiple projects simultaneously in a team environment
- Proven success in contributing to a team-oriented environment
- Proven track-record in developing and leading high performance teams
- Team player – enthusiastic with the ability to motivate self and others in a pressurised environment.

Thinking

- Think critically, strategically and systematically
- First class analytical ability.
- Ability for problem solving, conflict resolution, motivation and negotiation
- Ability to evaluate complex problems, develop alternatives and consider their impact on the organization
- Successful track record of problem solving
- Effective judgement and decision making skills.
- Strong analytical skills- must be able to analyze complex data, draw meaningful conclusion, and make business recommendations
- Strong planning and time management skills
- Proven ability to work creatively and analytically in a problem-solving environment
- Tactical, strategic and proactive
- Ability to solve complex problems through strong planning and strong implementation skills, and help others deal with ambiguities
- Analytically oriented demonstrated talent for identifying and improving complex problems
- Ability for problem solving, conflict resolution, motivation and negotiation
- Dynamic and innovative thinker

Useful Phrases

- Working knowledge of
- Advanced knowledge of
- Strong knowledge of
- Proven track record
- Proven ability
- Excellent ..
- Clear ability to..
- Highly.
- Comprehensive understanding of ..
- A sound understanding of..
- Successful track record in ...
- Extensive ..