

# JAMES JOHNSTONE

CHIEF EXECUTIVE OFFICER

## ABOUT ME

James acts diligently to solve problems and turn issues and all unexpected events into opportunities. He has real extensive of working with a truly diverse Board and of motivating and inspiring multi-disciplinary teams. At this precise moment he works for ..... providing strong and clear leadership to over 200 senior and junior employees.

## CAREER





**CEO** 2019 - Present  
Company name  
Analysing expenses throughout the firm. Organising and participating in Board meetings. Ensuring management of third-party contractors. Leading training policy and team development. Communicating, on the company's behalf.

**CEO** 2018 - 2019  
Company name  
Identifying and then communicating risks & opportunities to the Board. Monitoring company performance at all times. Effectively communicating the company's values in all dealings with both internal and external audiences.

**SENIOR MANAGER** 2017 - 2018  
Company name  
Recommending to the Board an annual budget and a financial plan. Ensuring the total financial viability of the association. Overseeing the operational aspects of the annual board election process. Mentoring junior staff.

**SENIOR MANAGER** 2017 - 2018  
Company name  
In a short statement of no more than a few sentences describe your role in the company and outline your key and main responsibilities. Give a brief outline of your job role and also any other relevant duties that you did.

## CONTACT

 Dayjob.com, 120 Vyse Street Birmingham  
 0123 456 7890  
 info@dayjob.com  
 LinkedIn.com/name

## PROFESSIONAL SKILLS

Managing staff   
Mentoring   
Text here  Text here

## PERSONAL SKILLS

Team player  Sociable   
Text here  Text here

## ACHIEVEMENTS

An expert at communicating the company's Mission, Vision. Principles, Values & strategy.

Give details of any career achievements, focus on those that are relevant to the job vacancy.

## EDUCATION

Degree University name 2012 – 2014  
Diploma College name 2010 – 2012  
Subjects School name 2006 - 2010  
Maths (A)  
English (B)

## REFERENCES

Available on request.



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