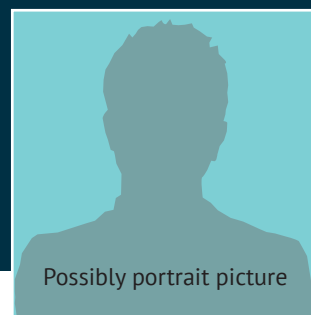


Example of How to Write a Good CV for a FULL-TIME POSITION



Personal Information:

Name: Sofie Nielsen
Born: (if you wish to provide your age)
Marital Status: Married to Hans, who works as a Product Owner at Carlsberg.
We have 2 children aged 19 and 15, one of whom still lives at home.

Contact Information:

Address: Egernvej 104, DK-2765 Smørum, DENMARK
Mobile: +45 XX XX XX XX
Email: xx@xx.dk
LinkedIn: www.linkedin.com/in/xx

Education:

2019 - 2021 CBS Executive Board Education
Copenhagen Business School
2016 - 2018 Executive MBA
London Business School
2000 - 2004 HD(R), Accounting and Financial Management
Copenhagen Business School

Professional Experience:

2019 - CFO, Security A/S
2010 - 2019 Head of Finance, Consulting ApS
2007 - 2010 Finance Director, Company A/S
2004 - 2007 Chief Controller, Logistics A/S
2000 - 2004 Auditor (Senior Accountant), Accounting ApS

Example of How to Write a Good CV for a FULL-TIME POSITION

Professional Experience – detailed:

January 2019 -

CFO, Security A/S / www.security.dk

The company produces advanced equipment for mechanical processing and sorting of food products, with an annual turnover of DKK 5.6 billion. The products are sold in 15 countries, and the company employs 3,200 people globally.

I reported directly to CEO Søren Eskildsen and was a member of the company's executive management team. My personnel responsibility included 25 employees, organized through four middle managers.

My role included overseeing the daily operations of the department with the goal of achieving the following within three years:

- Standardizing and optimizing reporting processes, including the selection and implementation of a new ERP system in collaboration with the IT department.
- Building and developing a strong team with a focus on commercial goals.
- Enhancing transparency in the cost structure.
- Supporting the CEO and the board in planned acquisitions both nationally and internationally.

Key Responsibilities:

- Conducted analyses of both daily operations and the company's existing strategy, while holding meetings with key employees across the organization. Established an ERP project group with participation from various departments to drive the project forward.
- Developed a new and more efficient reporting method in collaboration with the CEO and the board. Automated the monthly reporting process with an emphasis on online accessibility.
- Reorganized the department, adjusting reporting lines so that Finance Managers from different countries reported directly to the newly established position of Group Finance Manager. Simultaneously, roles such as Group BI Manager and Group Controlling Manager were created, both reporting directly to me.
- Streamlined and professionalized internal processes.
- Improved capacity calculations and ongoing monitoring.
- Increased the quality of both internal reporting and reporting to the board.

Achievements:

- Received recognition as Leader of the Year in 2022.
- Successfully implemented automated monthly reporting, resulting in significant time savings.
- Transformed the finance department from a reactive unit to a proactive and value-creating partner for the business.
- Contributed key decision-making foundations for successful acquisitions, including a multi-million investment in a company in the Netherlands.
- Played a central role in the successful implementation of 365 Dynamics.

Example of How to Write a Good CV for a FULL-TIME POSITION

Status:

After successfully completing the planned improvements and optimizations within the agreed timeframe, I am now ready for new challenges.

(A similar structure can be used for other positions. Instead of "Status," "Reason for resignation" can be added.)

Sep. 2010 - dec. 2018 Head of Finance, Consulting ApS / www.consulting.dk
Company...
Referred to...
Was appointed to...
Key responsibilities: ...
Achievements: ...

Reason for resignation (examples):

I was headhunted for my current job.

Due to strategic disagreements, we mutually decided that it was best to end the collaboration.

After five years of strong results, I chose to seek new challenges to further develop my leadership skills and work with strategy at a higher level.

Feb. 2007 - aug. 2010 Finance Director, Company A/S
As above
Apr. 2004 - jan. 2007 Chief Controller, Logistics A/S
As above
Sep. 2000 - mar. 2004 Auditor (Senior Accountant), Accounting ApS
As above

Courses:

2021 Executive Leadership and Boards – Mannaz
2016 High Performance Leadership – Copenhagen Business School
2015 Personal Leadership – Leaders
2008 Change Management – Center for Leadership

IT Skills:

Advanced user: Office 365 programs, G-Suite
Experienced user: SAP, 365 Dynamics, Power BI, E-conomics

Languages:

Danish at a native level
English at a negotiation level, both spoken and written
Basic knowledge of German, Swedish, and Norwegian

Interests:

Spare time is spent on triathlons, travel, French cuisine, and time with family and friends.

References:

Available upon request.

Example of How to Write a Good CV for a FULL-TIME POSITION

The following section can be included if it aligns with your profile:

About me

I am an outgoing and clear communicator with a strong background in finance, gained through my experience as a CFO. I value honesty and integrity, and I bring a humorous yet direct approach to my work. My leadership style is characterized by visibility, authenticity, and the ability to adapt to various situations.

My competencies

I take a strategic approach to leadership, focusing on implementing strategies that drive both business and organizational development through a strong leadership team. I excel at building relationships across the organization through close dialogue with both management and employees. My work is centered on improving profitability and optimizing operations, ensuring that both leadership and employees always have a clear understanding of the direction. I have particular strengths in change management and excel at securing buy-in across the organization.

My ambitions

I am committed to creating real value for the company and seek to work in an organization where my holistic leadership style can thrive. My goal is to drive results through leadership, strategy, organizational development, and culture. I am ambitious and seek influence across the entire value chain, where I can contribute to making a difference.