

CURRICULUM VITAE

PERSONAL DETAILS

Name Max Muster
Address 21, Manchester Road
London SW18 3RW
Telephone 0049-5251-123456
Date of Birth 01th September 1974

EDUCATION AND QUALIFICATIONS

Name of School/ College	Subject	Level	Grade	Date
Lady Margret Grammar School for boys London SW5	English	`O'Level	A	1988
	Mathematics	`O'Level	B	1988
	Biology	`O'Level	A	1989
	Chemistry	`O'Level	B	1989
	Physics	`O'Level	B	1989
	Additional Maths	`O'Level	B	1989
	French	`O'Level	B,A	1989
	Russian	`O'Level	B,A	1989
	Art	`O'Level	A	1990
	History	`O'Level	C	1990
Engl. Literature	`O'Level	B	1989	
South Thames College London SW15	Mathematics	`A'Level	B	1994
	Physics	`A'Level	A	1994

FURTHER EDUCATION

College	Subject	Grade	Date
Kingston University Canbury Park Centre Kingston upon Thames	HD Tec Civil Engineering	-	1995 to 1997
As above	B Eng (Hons) Civil Engineering	2:1	1997 to 2000

PROFESSIONAL QUALIFICATIONS

Institution of Civil Engineers

Graduate member

EMPLOYMENT HISTORY

September 1998 to September 1999

One year Industrial Training during sandwich degree course with Wandsworth Borough's Council Highways Section. Work included highway design, site supervision, cost estimating, report writing, setting out, preparation of Contract Document

September 1999 to November 2002

Assistant Engineer Highways. Acting as project engineer on minor schemes up to a value of £ 150 000. Liaison with contractors, issuing site instructions and supervising standards of workmanship and quality of materials. Agreeing measurements and quantities, analysing claims and recommending payments Preparation of Contract Drawings and Bill of Quantities.

November 2002 to Present

Assistant Engineer (Grade 2) Civil Engineer. Acting project engineer of engineering schemes up to a value of £ 2m. Often responsible at any one time for a number of projects at various stages between inception and final certificate. Leading and co-ordinating the work of a team of three permanent staff members including Consulting Engineers appointed for the project. Agreeing programme, fee allocation, and staff resources with section head and monitor progress and resources. Initiating projects by carrying out feasibility studies, investigation, surveys and participation in public consultation.

OUTSIDE INTERESTS AND ACTIVITIES

Playing the piano, reading, cooking, visiting art and architecture exhibitions, playing badminton.

Chairman of Association of London Graduates and Students essay writing group.