



Copy-editing and Proofreading Sample

Transformation of CV for a humanitarian procurement, logistics and supply chain professional

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CV transformation

Editing for simplicity and keywords

Visual impact

Luca's story

"I'm looking for a CV that grabs attention, shows what I'm capable of achieving, and increases my chances of getting interviews for procurement management positions."

Experience: 14 years in procurement, logistics and supply chain in health, humanitarian and industry sectors.

How I transformed Luca's CV

From	To
No career statement to set the tone	An 'About Me' section that included a career statement
1,021 words	843 words and easier to read
Keywords not used consistently - low detection by recruitment databases	Keywords highlighted for instant visibility (2 second rule!) and easier detection by databases
Clunky and uninteresting layout	Clear headings and colour to make the most important information jump out
Emphasis on education at the beginning	Emphasis on areas of expertise at the beginning to show management calibre

Before

LUCA BONETTI

<u>Apartment</u> , Street, Postcode, Bologna, Italy	Tel.: +39 051 123 456 E-mail: email@email.com
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KEY STRENGTHS

- **Management:** extensive international experience in managing procurement processes and logistic operations; management and mentoring of staff across various locations
- **Procedure development:** experience in advising, developing and implementing new procedures for purchasing and logistics
- **Communication skills:** extensive cooperation, relationship development and liaison with suppliers, service providers and government bodies in both profit and non-profit sectors

EDUCATION / QUALIFICATIONS

2017 **CAPM (Certified Associate in Project management)**, Project Management Institute (ongoing)

2014	Foundation Diploma in Purchasing and Supply , Chartered Institute of Purchasing and Supply (CIPS), UK <u>Main subjects:</u> contract development, negotiation, supplier relationship
2003	Certificate in Business Management , Academic Institute, City, Italy
2002	BA Political Science, Administrative Program , <u>University</u> , City, Italy

PROFESSIONAL EXPERIENCE

April 2016 to date: **Expert of Logistics**, International NGO

Role: providing project management with direct support on a food security project including the rehabilitation of 100 km of roads and agricultural development. Capacity building of the purchasing team in contract development; mentoring and training local staff on storage requirements and fuel management.

- Leading a process of standardisation and informatisation of warehouse management and purchase procedure across all Welthungerhilfe offices in DRC through the adoption of SAGE system
- Directly managing a logistics team of 10 staff members (plus 9 others indirectly in the field)
- Directly contributing to new projects design in terms of budgeting material requirements and planning procurement and project start-up in coordination with the Programme Coordinator
- Coordination of international purchases: planning and organising imported goods
- Responsible for a fully functioning inventory (trucks, excavators, steamrollers etc.) and inventory management (spare parts, consumables etc.)
- Planning and supervision of the processing of purchases, storage and transport to ensure timely delivery of goods and services

October 2014 – April 2016

Project Purchaser, Industrial Company, The Netherlands (with occasional missions abroad)

After

 <p>Luca Bonetti Apartment, Street, Postcode, Bologna, Italy +39 051 123 456 email@email.com LinkedIn</p>	<h3>LUCA BONETTI</h3> <p>Procurement and <u>logistics</u> professional</p> <h4>AREAS OF EXPERTISE</h4> <table border="1"><tr><td><ul style="list-style-type: none">• Distribution management• Asset and inventory management• Transportation planning• Policies, standards and procedures compliance• Quality assurance and reporting</td><td><ul style="list-style-type: none">• Leadership and training• Process improvement• Planning and budgeting• Vendor relations• Staff mentoring and management - direct and remote• Security and NGOs</td></tr></table>	<ul style="list-style-type: none">• Distribution management• Asset and inventory management• Transportation planning• Policies, standards and procedures compliance• Quality assurance and reporting	<ul style="list-style-type: none">• Leadership and training• Process improvement• Planning and budgeting• Vendor relations• Staff mentoring and management - direct and remote• Security and NGOs						
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<h4>ABOUT ME</h4> <p>Procurement and <u>logistics</u> specialist with 14 years' experience managing and conducting effective logistics operations for complex humanitarian, health and energy projects. Excel at coordinating with internal and external stakeholders, and negotiating and liaising with suppliers for strategic, accurate and timely deliveries. Accomplished at building up competent procurement and supply chain teams and improving processes, even in insecure and volatile environments.</p>	<h4>EXPERIENCE</h4> <p style="text-align: right;">Apr 2016 - present</p> <h5>EXPERT OF <u>LOGISTICS</u></h5> <p><u>INTERNATIONAL NGO</u>, Goma, Democratic Republic of Congo <u>Logistics</u> manager and advisor for a large food security, road rehabilitation (130 km) and agricultural development project. Directly supervising a 10-member team to deliver USD 8.4m of equipment and supplies. Reviewing procurement and <u>logistics</u> processes and improving SOPs. Building capacities in contract development, storage, and fuel management. Overseeing international purchases, a fully-functioning inventory, and fleet management. Standardizing processes for purchases, storage and transport. Actively supporting project and finance managers in planning procurement and project start-ups.</p> <p>Key achievements:</p> <ul style="list-style-type: none">• Est. 90% delivery rate by working actively with suppliers.• Improved stock efficiency and reduced loss through tracking asset movements and regular checks.• Realized 5% savings in fuel budget and reduced the immobilization time of grounded machinery.								
<h4>SKILLS</h4> <table border="1"><tr><td>LANGUAGES</td><td></td></tr><tr><td>ITALIAN</td><td>■■■■■</td></tr><tr><td>ENGLISH</td><td>■■■■■</td></tr><tr><td>FRENCH</td><td>■■■■■</td></tr></table>	LANGUAGES		ITALIAN	■■■■■	ENGLISH	■■■■■	FRENCH	■■■■■	<h4>PROJECT PURCHASER</h4> <p style="text-align: right;">Oct 2014 - Apr 2016</p>
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Luca's feedback

"I've been through many revisions of my resume during the years, but if I have to point out the best job I have no doubt, Sally is no.1. My CV is now better looking, more eye-hitting and concisely shows my skills and competencies. The final result? Fewer applications than in the past and more interviews. Just great."