

ALEXANDER MASON

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PROFESSIONAL PROFILE

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Using a summary statement isn't a must, but it can be a great way to set the hiring manager or recruiter's expectations. Include 4-5 lines of information that summarize your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

SKILLS

Financial Planning and Analysis
Client Relationships

Project Management
Process Development

Business Development
Strategic Planning

Market Expansion
Account Management

WORK EXPERIENCE

COMPANY NAME

Year-Year

JOB TITLE

Write a brief description of your current/or most recent job here. Example: Manage a budget of \$950K and all operational activities for the Sales department including assigning work, expense management, client development, sales training, team performance management, and service delivery.

- ▶ List up to 10-15 years of relevant work experience on your resume.
- ▶ Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- ▶ Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines per bullet point.
- ▶ Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- ▶ EXAMPLE: Created social media and marketing strategies for company brand that grew client base by 65%.
- ▶ Negotiated and saved an at-risk client and successfully signed a 5-year deal that generated \$2M.

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EDUCATION

Master of Business Administration, New York University, New York, NY

Bachelor of Arts, Business Administration, University of New York, New York, NY

Associate of Science, Columbia Community College, New York, NY

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Salesforce, CRM, HubSpot, Pipedrive, Zoho