

# JAMIE JONES

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## PROFILE HEADER

### PROFESSIONAL VALUE STATEMENT. Summarize your professional experience. 4-5 lines maximum.

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.

## KEY SKILLS

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Client Acquisition         | <input type="checkbox"/> Customer Retention   | <input type="checkbox"/> Consultative Selling   |
| <input type="checkbox"/> Contract Management        | <input type="checkbox"/> Pipeline Development | <input type="checkbox"/> Team Collaboration     |
| <input type="checkbox"/> Business to Business Sales | <input type="checkbox"/> Solution Selling     | <input type="checkbox"/> Networking/Prospecting |

## WORK HISTORY

COMPANY NAME, INC. | City, ST

Year-Year

### JOB TITLE

- 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.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization. Make sure they are relevant to the job.
- 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, UNIVERSITY OF NEW YORK, NY

BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION, BARNARD COLLEGE, NEW YORK, NY