

ELISE JENKINS-BROWN

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NEW YORK, NY 10007

PROFESSIONAL TITLE

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 highlights your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

COMPETENCIES

- | | | |
|---------------------|-----------------------|-----------------------|
| ✦ Quality Assurance | ✦ Project Management | ✦ Gap Analysis Report |
| ✦ Compliance/Audits | ✦ Process Development | ✦ Strategic Planning |
| ✦ Risk Management | ✦ Team Leadership | ✦ Communication |

EDUCATION

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

WORK EXPERIENCE

COMPANY NAME | 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 point.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.

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TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Access), Adobe Suite, Canva

MEMBERSHIPS

New York Art Society, (2015-present)

Contemporary Art Society, (2017-present)