

City, ST 10007  
123-456-1700  
youremail@email.com

# SAMANTHA SMITH

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

## SKILLS

Hospitality Management  
Financial Planning & Analysis  
Cross Functional Collaboration

Month End Process  
Compliance Management  
Research & Documentation

GAAP Analysis Reporting  
Strategic Planning & Analysis  
Project/Program Management

## WORK EXPERIENCE

### CURRENT JOB TITLE | COMPANY NAME | City, ST

Year - Year

- 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.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- 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.
- Make sure you use Spell check upon completion.

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## EDUCATION

Bachelor of Science, Finance and Accounting, University of New York, Buffalo, NY

## CERTIFICATIONS

Certified Financial Planner | Chartered Financial Analyst | Certified Financial Analyst

## SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook), SAP, Visio, Salesforce