

NANCY HIGHTOWER

PROFILE TITLE

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PROFESSIONAL SUMMARY

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.

ACCOMPLISHMENTS

- ▶ EXAMPLE: Saved disgruntled client and signed client to a 3-year deal generating \$1M in additional revenue.
- ▶ EXAMPLE: Developed and implemented a tracking tool to drive efficiency with the sales process resulting in improved efficiency and a 30% increase in sales.
- ▶ EXAMPLE: Recipient of Circle of Excellence Award for three consecutive years.
- ▶ Successfully grew and expanded territory by 25% resulting in revenue of \$4.5M over a two-year period.

COMPETENCIES

- ✦ Quality Assurance
- ✦ Project Management
- ✦ Gap Analysis Reporting
- ✦ Documentation
- ✦ Compliance/Audits
- ✦ Process Development
- ✦ Strategic Planning
- ✦ Research
- ✦ Risk Management
- ✦ Team Leadership
- ✦ Communication
- ✦ Data Analysis
- ✦ Cross Functional Collaboration
- ✦ Change Control
- ✦ Product Management
- ✦ Team Collaboration

PROFESSIONAL EXPERIENCE

COMPANY NAME | JOB TITLE | Year - Year

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.
- 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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- List up to 10-15 years of relevant work experience on your resume.
- 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.

EDUCATION

Bachelor of Science, Human Resources Management, Florida State University, Orlando, FL

TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook), SAP, Adobe Acrobat