

ELIZABETH JONES

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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.

AREAS OF EXPERTISE

- | | | | |
|----------------------------|-------------------------|----------------------|-----------------------|
| ✦ Training and Development | ✦ Customer Engagement | ✦ Team Leadership | ✦ Performance |
| ✦ Cross Team Collaboration | ✦ Social Media Strategy | ✦ Project Management | ✦ Networking |
| ✦ Customer Engagement | ✦ Retention Marketing | ✦ Team leadership | ✦ Process Improvement |
| ✦ Performance Management | ✦ Project Management | ✦ Strategic Planning | ✦ Customer Experience |

WORK EXPERIENCE

COMPANY NAME | CITY, ST

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.
- Be 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.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- Highlight your accomplishments to show where you made a significant contribution in your role.
- Make sure you use Spell check upon completion.

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EDUCATION

Master of Science, Political Science, New York University, New York, NY

Bachelor of Science, History, New York University, New York, NY