

# JOANIE PORTER

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

## 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.

## COMPETENCIES

- |                              |                                  |                             |
|------------------------------|----------------------------------|-----------------------------|
| ✓ Performance Management     | ✓ Cross Functional Relationships | ✓ Workforce Planning        |
| ✓ Outplacement Management    | ✓ Relationship Management        | ✓ Customer Service Delivery |
| ✓ RPO/Full-Cycle Recruitment | ✓ Project Management             | ✓ Diversity Planning        |

## WORK HISTORY

**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, 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.

### Key Achievements:

- Surpassed Sales goals by 100%+ by managing key accounts with focus on account development and growth.
- Created social media and marketing strategies for company brand that grew client base by 65%.

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## EDUCATION

**Master of Business Administration**, Political Science, University of New York, New York, NY

**Bachelor of Science**, Biology, University of New York, New York, NY