

# JAMIE FLYNN

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## PROFESSIONAL SUMMARY

Write your professional value statement that succinctly summarizes your professional experience, qualifications, and skills. Tell your story. Who are you? What's your background? 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 tells a little about your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

## PROFESSIONAL EXPERIENCE

### JOB TITLE

### COMPANY NAME

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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## EDUCATION

**Bachelor of Science**, Biology

University of Pennsylvania

Philadelphia, PA

## COMPETENCIES

Scientific Methodologies

Molecular Biology Technique

Gowning Technique

Solution Preparation

Aseptic Technique

Good Documentation  
Practices

Batch Management

Cross Team Collaboration

Inspections & Audits

Investigations OOS

## TECHNICAL SKILLS

Microsoft Office, Word,  
Excel, PowerPoint, Canva  
Adobe Suite