

AMY DARBY

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HEADER 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

CUSTOMER SUCCESS MANAGER | Year-Year

COMPANY NAME | City, ST

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 point.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
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- 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.

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EDUCATION

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

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook), SAP, Adobe Acrobat, MATLAB, SAS, Qlik View