

# AMANDA HENRY

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## PROFESSIONAL HEADER

### 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.

### SIGNATURE SKILLS

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- List key accomplishments that you have made within the organizations you have supported. This could be where you saved the company money, improved a process or made a significant impact.
- These should be accomplishments that are quantifiable or measurable. Did you save the company money? List how much. Did you improve a process? What was the result or impact?
- List key accomplishments that you have made within the organizations you have supported. This could be where you saved the company money, improved a process or made a significant impact.

### PROFESSIONAL EXPERIENCE

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#### JOB TITLE- COMPANY NAME | City, ST

Year - Year

- 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.
- Use action verbs as you list day to day responsibilities as well as quantifiable accomplishments.
- Make sure you use Spell check upon completion.

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### EDUCATION

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Bachelor of Science, Human Resources Management, New York University, New York, NY

### TECHNICAL SKILLS

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Microsoft Office (Word, Excel, PowerPoint, Outlook), PeopleSoft, Deploy