

# SHELBY GREY

## PROFESSIONAL TITLE

City, ST 10007 ▪ (123) 456-1700 ▪ you@email@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.

## KEY SKILLS

New Business Development	B2B/Enterprise Sales	Performance Management	Strategic Planning
Client Relationship Management	Process Development	Client Education/Training	Mentorship/Coaching
Contract Management/RFP/RFI	Territory Expansion	Budget Development	Trend/Data Analysis

## 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, 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

MASTER OF BUSINESS ADMINISTRATION, UNIVERSITY OF NEW YORK, NY

BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION, BARNARD COLLEGE, NEW YORK, NY

## SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Salesforce, CRM, HubSpot, Pipedrive