

ANGIL JONES

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PROFILE HEADER

- **PROFESSIONAL VALUE STATEMENT. Summarize your professional experience. 4-5 lines maximum.**
- Write your professional value statement that summarizes your professional experience and qualifications.
- Using a summary statement isn't a must, but it can be a great way to set the recruiter's expectations.
- Include 4-5 lines of information to summarize your work experience with measurable results.
- Make sure the information you include aligns with the job requirements.

AREAS OF EXPERTISE

- | | | |
|----------------------------|----------------------------|--------------------------|
| ▪ Professional Development | ▪ Mergers and Acquisitions | ▪ Program Design |
| ▪ Performance Management | ▪ Security Implementation | ▪ Payroll Administration |
| ▪ Training and Development | ▪ Network Administration | ▪ Project Management |
| ▪ Change Management | ▪ Compliance Management | ▪ System Development |

PROFESSIONAL EXPERIENCE

Company Name | City, ST

Year-Year

JOB TITLE

In this section set the background story of your position. Provide a high-level overview of your position and key scope of responsibilities in the role. This background will provide context for your accomplishments.

- When writing your resume remember it's important to provide examples of experiences that align with the key skills and job requirements listed by the employer.
- 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.
- Be brief and succinct as possible when listing your responsibilities with a maximum of two or three lines.
- Highlight/ quantify your accomplishments/key contributions to show how you contributed.
- 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.
- Make sure you use Spell check upon completion.

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EDUCATION

Master of Science, Political Science, New York University, New York, NY

Bachelor of Science, History, New York University, New York, NY