

# EMILY MATTHEWS

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## PROFESSIONAL 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 summarizes your work experience and accomplishments with measurable results. Make sure the information you include aligns with the job requirements.

### KEY COMPETENCIES

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- |                                  |                       |                          |                      |
|----------------------------------|-----------------------|--------------------------|----------------------|
| ✦ Quality Assurance              | ✦ Project Management  | ✦ Gap Analysis Reporting | ✦ Documentation      |
| ✦ Compliance/Audits              | ✦ Process Development | ✦ Strategic Planning     | ✦ Research           |
| ✦ Risk Management                | ✦ Team Leadership     | ✦ Communication          | ✦ Data Analysis      |
| ✦ Cross Functional Collaboration | ✦ Change Control      | ✦ Product Management     | ✦ Team Collaboration |

### EDUCATION & CERTIFICATION

**Master of Science**, Finance and Accounting, Florida University, Orlando, FL

**Bachelor of Science**, Biology, University of Florida, Tampa, FL

**Associate of Applied Science**, Business, Florida Community College, Orlando, FL

### PROFESSIONAL EXPERIENCE

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.
- Spell check upon completion.

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### TECHNICAL SKILLS

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Adobe Professional, Sap, Salesforce

### ADDITIONAL SECTION

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Adobe Professional, Sap, Salesforce