

## 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.

## COMPETENCIES

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- |                              |                                  |                             |
|------------------------------|----------------------------------|-----------------------------|
| ✓ Performance Management     | ✓ Cross Functional Relationships | ✓ Workforce Planning        |
| ✓ Outplacement Management    | ✓ Relationship Management        | ✓ Customer Service Delivery |
| ✓ RPO/Full-Cycle Recruitment | ✓ Project Management             | ✓ Diversity Planning        |

## EDUCATION | PROFESSIONAL DEVELOPMENT

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**Master of Business Administration, History**  
**Bachelor of Science, Historical Art**

New York University, New York, NY  
New York University, New York, NY

**Certified Project Management Practitioner (CPMP)**  
**Certified ScrumMaster (CSM)**

Project Management Institute  
Project Management Institute

## WORK EXPERIENCE

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**COMPANY NAME** ▶ **JOB TITLE** ▶ **City, ST**

Year-Year

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.
- ▶ 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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## SOFTWARE/TECHNICAL SKILLS

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Microsoft Office (Word, Excel, PowerPoint, Access), Adobe Suite, Taleo, AutoCAD, Cybersecurity