

GINA DALE

123-456-1700 | EMAIL@EMAIL.COM

CITY, ST ZIP

“Gina is a highly competent professional who has delivered real results to our organization. I would recommend her to anyone.”
~ Sam Smith
XYZ Brand Agency

PROFESSIONAL PROFILE

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

- | | | | |
|--------------------------|-----------------------|----------------------|---------------------|
| ✦ Project Management | ✦ Data Analytics/KPI | ✦ Care Technology | ✦ Cost Reduction |
| ✦ Direct-to-Consumer/B2B | ✦ E-Commerce | ✦ Social Media Care | ✦ Research |
| ✦ Customer Engagement | ✦ Retention Marketing | ✦ Revenue Generation | ✦ Consumer Insights |

EDUCATION

Bachelor of Science, Business Management, University of New York, New York, NY

PMP Certification, Project management Institute

WORK EXPERIENCE

COMPANY NAME | LOCATION | YEAR – YEAR

JOB TITLE

In this section provide a high-level overview of your position and key scope of responsibilities in the role.

- 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 point.
- 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.

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- Include responsibilities and experiences that align with the key skills and job requirements listed by the employer.
- 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.

TECHNICAL/SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook), SAP