

ALBERT BROOKS

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PROFESSIONAL HEADER

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

- ✦ Hospitality Operations
- ✦ Database Management
- ✦ Account Management
- ✦ Financial Reporting
- ✦ Cross Functional Collaboration
- ✦ Advertising/Marketing
- ✦ Contract Negotiation
- ✦ Audits/Compliance
- ✦ System Implementation
- ✦ Strategic Planning
- ✦ Forecasting/Budgeting
- ✦ Internal Controls
- ✦ System Development
- ✦ Customer Relationship
- ✦ Financial Planning
- ✦ Team Leadership

WORK EXPERIENCE

COMPANY NAME

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 point.
- ▶ Highlight/ quantify your accomplishments/key contributions to show how you contributed and impacted your team/organization.
- ▶ 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 Phoenix

Bachelor of Science, Finance and Accounting, University of New York, Buffalo, NY

Associate of Science, Miami Community College, Miami, FL