

MARK EDWARDS

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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.

KEY SKILLS

New Business Development	B2B/Enterprise Sales	Performance Management	Strategic Planning
Client Relationship Management	Process Development	Client Education/Training	Mentorship/Coaching
Contract Management/RFP/RFI	Territory Expansion	Budget Development	Trend/Data Analysis

WORK HISTORY

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.

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EDUCATION

MASTER OF BUSINESS ADMINISTRATION, UNIVERSITY OF NEW YORK, NY

BACHELOR OF SCIENCE, BUSINESS ADMINISTRATION, BARNARD COLLEGE, NEW YORK, NY

SOFTWARE

Microsoft Office (Word, Excel, PowerPoint, Outlook, Access), Salesforce, CRM, HubSpot, Pipedrive