**Name**

**City, State Area**

**name@gmail.com • 555.555.5555 • linkedin.com/in/your-profile**

**Proven level: hard skill, hard skill, hard skill**

Self-directed and driven industry professional with comprehensive accomplishments leading skill, skill, skill, and cross-functional teams to achieve goals. An innovative thinker with strong industry/skill, industry/skill, industry/skill, and industry/skill acumen. Demonstrated success in developing and executing plans in complex, regulated organizations. Recognized for implementing appropriate strategies through analysis of the details to understand the competition, emerging trends, and stakeholder relationships. Highly organized, creative problem-solver who excels at guiding teams through challenging projects. Expertise includes managing multimillion-dollar contracts, budgets, products, and advising C-level executives.

|  |
| --- |
| • Accounting • Finance • Add skill here • Add skill here • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • • Technology • Collaboration • People Management • Spanish, English Languages |

**PROFESSIONAL EXPERIENCE**

**Organization, City, State YEAR-Present**

*Organization Description*

**Title**

* Oversee
* Manage
* Supervise

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title**

* Oversaw
* Managed

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title**

* Supervised
* Directed

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title**

* Empowered sales growth by
* Enabled market share growth by

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title**

* While at XYZ Company (later acquired by ABC) managed
* Led

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title**

* Reduced costs by
* Increased revenue by

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title, YEAR-YEAR**

* Launched
* Identified

**Title, YEAR-YEAR**

* Administered
* Led

**Title, YEAR-YEAR**

* Expanded
* Established

**Organization, City, State YEAR-YEAR**

*Organization Description*

**Title, YEAR-YEAR**

* Discovered
* Negotiated

**Title, YEAR-YEAR**

* Conceived
* Presented

**Title, YEAR-YEAR**

* Controlled
* Enabled

**Prior Employment**

Title, Organization, Year-Year – one line job scope or achievement

Title, Organization, Year-Year – one line job scope or achievement

Title, Organization, Year-Year – one line job scope or achievement

**EDUCATION**

**MBA**, Master of Business Administration, major course of study, University of XYZ, Year

**MS**, Master of Science, major course of study, University of XYZ, Year

**BA**, Bachelor of Arts, major course of study, University of 123, Year

**Professional Development**

Python Programming, Java Programming, University of California at Berkley

PhD Coursework in Computer Science, University of Massachusetts at Lowell

**CERTIFICATIONS**

Project Management Professional PMP, Certified Public Accountant CPA, ITIL Foundations, Excel VBA for Creative Problem Solving, CompTIA Cloud Essentials, Cisco Certified Design Associate CCDA,

**TECHNICAL PROFICIENCIES**

**Databases:** SQL, T-SQL, Hive, MySQL, NoSQL, Redshift, SQL Server, Hadoop, Vertica, Snowflake, Oracle, PostgreSQL, SAS

**Programming Languages:** Python, Ruby, C#, Java, VBA, HTML

**Tools:** Oracle; Linux; CSS; .net; VB.NET; Visual Studio; Tableau; SSRS; Power BI; MicroStrategy; Amazon Web Services (AWS), EC2, S3, EMR, RDS; Adobe Acrobat

**PROFESSIONAL MEMBERSHIPS**

Society for Human Resource Management SHRM, Project Management Institute PMP

**PUBLICATIONS**