

# Name

Street Address, City, State, Zip | Phone Number | Email Address | LinkedIn URL (optional)

## SUMMARY OF QUALIFICATIONS/SKILLS or PROFESSIONAL PROFILE

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Solid and updated understanding of ( ).

In-depth education in ( ).

Service-oriented with strong communications skills and a professional demeanor.

Excellent presentation skills; comfortable in front of key customers or senior leadership.

Consistently maintain professional relationships with clients and vendors, and tactfully resolve issues in emotionally-charged situations.

Disciplined and detail oriented, particularly in administrative matters, maintaining thorough documentation, handling confidential information, conducting investigations, and ensuring compliance with industry laws and regulations.

Track record of going above and beyond basic job requirements, enthusiastically accepting additional responsibility, and taking initiative to improve productivity and customer service in fast-paced environments.]

Languages: Bilingual-Proficient in oral and written and conversational Spanish and English.

## EDUCATION

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**Stetson University, School of Business Administration**

DeLand, FL

(Executive?) Master of Business Administration, (Concentration?)

Graduation Date (Mo/Yr)

GPA: xx

**University Name**

City, State or Country

Bachelor of (Degree) in (Major)

Graduation Date (Mo/Yr)

GPA: xx

## EXPERIENCE

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**Name of Employer**

City, State or Country

Position Title, Group/Dept. Name

Start Date (Mo/Yr) – End Date (Mo/Yr or Present)

- Achievements.....2-4 points...Be sure to avoid providing a list of JOB TASKS, but rather try to focus on results/outcomes (and the specific role you played in achieving this result)
- You will be encouraged to utilize the BAR format both as it relates to refining the content on your resume, and when you begin to start preparing your anecdotes/examples for the interview process. BACKGROUND: Define a specific project, task or issue...ACTION(S): What were YOUR contributions, accountabilities, deliverables in this situation...RESULTS: What were the outcomes/achievements of this effort? (whenever possible, provide measurable outcomes, e.g., increased profits by X%)

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- Led team's efforts to do xx by creating/managing xx; resulted in increased sales/profits/cost savings
- Analyzed options available for xx and recommended xx based on time and resource considerations; implementation led to successful marketing of xx
- Developed strategy for marketing to new prospective clients / fund-raising / promoting brand; resulted in increased awareness/capital commitments

## LEADERSHIP

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**Organization Name**

City, State or Country

Position Title or Committee/Role

Start Date –End Date

- Summary sentence stating what you did and the overall results of your work
- Recruited over xx members to club with promotional campaign
- Organized conferences, speaker events and community events

## ADDITIONAL

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**Technical Skills:** List any programming languages, advance software applications, etc.

**Certifications & Training:** Any extra courses or programs relevant to places where you are applying

**Activities:** Student Clubs, Volunteer Work, Independent Activities

**Interests:** Keep this to 1-2 lines and be specific; do **not** go overboard