**Resumes - Ideas & Examples** (by section)

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**These examples below will copy/paste directly into the Resume Template (then edit as needed)**

1. **Branding -** Executive Summary Section (Alphabetized)

**Choose 2-4 lines** to brand your experience

**Biotech Professional** with experience that includes working with cutting edge automated diagnostic instruments, creating and operating multi-user databases, and improving operational performance.

**Biotechnology Business Professional** with experience in drug discovery and development, neuro-degeneration, research, and licensing agreements.

**Business / Operations Professional** with experience in implementing sales, marketing, and operational plans throughout various levels of an organization. Passion for marketing, business analytics, and business development. Experience with building exceptional teams and using data analytics tools for process improvements.

**Business Analytics Professional, & Entrepreneur** with experience across industries including finance, investment banking, and data governance. Excel at uncovering business usage of data by mapping lineage, finding data quality rules, and making it accessible. Excellent liaison between teams in business and technology for efficient project execution.

**Business Development Professional** with a diverse background that includes political science and various leadership roles. Passionate about the impact of globalization on multinational marketing strategies.

**Business Development / Sales Professional** with a proven track record of leadership and exceptional team building capabilities, strategizing, and implementing marketing and operational plans throughout various levels of an organization.

**Business Strategy Consultant & Operations Professional** with experience working across teams to design creative solutions to complex business problems, seeing both the details and big picture concurrently.

**Consultant in Technology Strategy** with multiple years of experience leading diverse and successful teams in business development, market research, and data analysis. Consistent and competitive top performer with a passion for technology, strategy, client service, and communications.

**CPG Industry Professional** with experience in product innovation, brand management, consumer research, foreign market entry strategy, and long term strategic planning. MBA curriculum is focused on marketing with a self directed food and wine immersion through leadership.

**Data Scientist, Business Analytics Professional, & MBA** with experience in data science consulting, technical product development, and cross-functional team leadership that has enabled data driven decisions for multiple Fortune 100s customers.

**Digital Marketing Expert, Content Management Professional, & STEM MBA** with experience in public relations and marketing, working closely with teams to deliver revenue-driving deliverables: from website strategy and development, to email campaign design, to high level account email strategies that create significant revenue.

**E-Commerce Merchandising Entrepreneur / Business Development Expert** with industry experience spanning B2B partnership on both the retail and supply sides. Passionate about e-commerce and growing businesses and teams to consistently exceed goals and dominate markets.

**Educator /Agricultural Economist** with experience in planning, monitoring, and evaluating agricultural projects and food production while interacting with stakeholders across various levels. Strong knowledge of agricultural processes and a passion for consulting, leadership, team building, and internal logistics.

**Entertainment Industry Professional & Short Film Producer** with experience in managing several aspects of an entertainment business. Adaptable, enterprising, and adept at developing social media strategies with complimentary video and print graphic design.

**Finance / Agriculture Professional** with experience in both the public and private sectors, spanning finance, agricultural banking, and wine making. Background at an agricultural credit bank with over $100 billion in assets.

**Finance / Analysis Professional** **& MBA** with experience using data analytics tools for process improvements, managing audit teams, creating efficient processes/systems, and streamlining financial operations.

**Food / Ag Industry Operations Management Professional** with a background in food science and technology and a passion for process improvement and innovation. Currently in the MBA program at UC Davis, a leading university at the forefront of food technology and innovation.

**Food & Ag Operations Leader** with diverse experience working internationally including in Thailand and the San Francisco Bay Area. Recent experience in Food & Ag Operations, expertise in specialized HR Executive Search projects, and multiple leadership roles including Co-Chair, Co-Founder, and President.

**General Physician / Medical Industry Leader** with experience treating patients and providing quality healthcare service in both government and private hospital settings.

**Healthcare Industry Leader / Product Development Expert** with experience executing large-scale projects internationally across diverse geographies for both private industry and government agencies. Expertise in healthcare product-design, customer needs evaluation, negotiations, and industry training.

**HR Leader** with nearly a decade of experience overseeing budgets, purchasing, and payroll in fast-paced retail environments. Interested in Human Resources, Organizational Behavior, and driving meaningful change. Passion for diversity, equity, and inclusion.

**Healthcare Industry Professional** with experience implementing proven revenue-increasing strategic plans while working with next generation point of care diagnostic instruments, surgical video related medical devices, and other cutting-edge medical technologies.

**HR Operations Professional** with nearly a decade of experience spanning all HR functions including global HR management, administration, and HR business systems. Passion for process improvement and stakeholder engagement with extensive training that currently includes an MBA program that is focused on Organizational Behavior.

**Investment Professional** with steeped background in the largest US pension fund and leading, global financial firms across US, European, and Asian markets. Strong knowledge of all facets of corporate fundamental analysis with extensive experience in cash flow modeling, relative value analysis, and covenant review.

**Investment Professional** with strong knowledge of fundamental analysis and extensive experience in financial modeling, analysis, and industry research. Concurrently in an MBA program while obtaining a CFA.

**Legal Professional** & **JD/MBA** with experience handling complex litigation, case-related research, billing, contract review, and process improvement. Passion for leadership and business development.

**Marketing / Brand Development Professional** with experience working in the tech-startup space. Passion for developing creative marketing strategies and impactful co-marketing partnerships amongst brands to build captivating campaigns that resonate with audiences and drive brand awareness and revenue.

**Non-Profit Professional / Entrepreneur** with experience spanning both the developmental disability community as well as the music education community. Passion for organizational performance, exceptional client service, and operational process improvement.

**Operations Project Management Professional & Individual Investor** with experience in leadership, sales, and marketing. Articulate communicator and hardworking team player with excellent planning and problem-solving abilities. Actively managing a 1M+ portfolio of stocks, bonds, ETFs, and Real Estate. Avid reader of Forbes and Bigger Pockets to include blogs and podcast.

**Product/Brand Management Professional** with experience working with creative and innovative lifestyle products manufacturers, promoting and distributing merchandise into the US, European, and Asian markets.

**Product Development Entrepreneur / Chemical Engineer** with experience in process engineering, food and beverage product development, and economic consulting. Proven track record of leading the entire cycle of new product commercialization, from prototyping to full-scale manufacturing and launch.

**Product Development Leader** enthusiastic about using technology to solve complex problems to create sustainable solutions. Expertise in improving team performance while securing customer loyalty and forging valuable relationships.

**Product Development/Marketing Professional & Entrepreneur** with experience in the digital marketing sector and a strong passion for creating awareness for brands and products digitally and then converting that awareness into profitability.

**Product Management Intern** with proven leadership experience using Agile/Scrum methodologies. Passion for creating sustainable solutions by merging analytical and technical expertise.

**Product Management Professional** with demonstrated experience in multiple Fortune 500 companies. Passion for customer insights, design thinking, and business consulting as it related to product management.

**Product Development Leader** with a decade of experience across industries which includes delivering digital product innovations into scalable offerings on SaaS platforms.

**Project Management Professional** with experience focused on collaboration and innovation and nearly a decade of business and program administration experience.

**Startup Strategist, Negotiator, & JD/MBA** with experience in the public and private sectors, covering technological intellectual property, national defense, health policy, and justice issues.

**Strategy Director, Program Leader, & MBA** dedicated to continuous business improvement with a unique ability to translate client needs to various teams to create exceptional value. Extensive experience executing highly complex projects while maximizing buy-in from stakeholders for efficacious and transformative change management.

**Sustainability Professional** with expertise in renewable energy, operations, and project management within the solar and commercial battery space. Skilled at collaborating across organizations and departments, creating measurable results.

**Technology Leader** with experience working at a cross-cultural, cross-functional multi-million-dollar IT company developing and leading several projects within different verticals including retail, consumer goods, and health care.

**Technical Project Management Leader / Engineer** with experience leading cross-functional teams on several key project initiatives from strategy to implementation. Passion for defining strategies based on quantitative data analysis resulting in business optimization.

**Technology Strategist, Project Manager, & Leader** with experience focused on semiconductor technology-based innovation and driving technology projects with cross-functional collaboration.

1. **Objective -** Executive Summary Section

**Mention the type of Position/s you are seeking.** Include type of company/s, and/or type of industry/s if you know. This general objective can be as narrow or broad as needed based on your job targets.

**Objective:** Finance Position that utilizes financial accounting, analysis, and audit experience while leveraging the power of capital markets to maximize both financial returns and social impact.

**Objective:** Finance Position within the consumer products industry and apparel companies to fully utilize 10 years of finance experience and an MBA focused on Finance and Strategy.

**Objective:** Financial Analyst Position to fully utilize a decade of experience in the financial investments sector and a rigorous MBA focused on Finance and Strategy.

**Objective:** General Management or Consulting Position to fully utilize 7 years of sales engineering experience and an MBA focused on General Management and Strategy.

**Objective:** Food & Ag Strategy Position to fully utilize 8 years of industry experience and capitalize on passion for food/product innovation and an MBA focused on Strategy in the Food & Ag Industry.

**Objective:** Food Sciences Position to fully utilize 9 years of experience, passion for the agriculture industry, and a BA focused on Strategy, Sustainability, and Innovation.

**Objective:** Healthcare Position to fully utilize 5 years of experience, a true passion for healthcare, and an BS degree at UC Davis, whose medical affiliation (UC Davis Medical Center) has deep roots in delivering world class healthcare.

**Objective:** Marketing orBrand Management Position within the Fashion/Beauty Industry to fully utilize 7 years of marketing and brand management experience.

**Objective:** Product Management Position to fully utilize 5 years of experience in social media marketing.

**Objective:** Product Management Position that combines technology and innovation to fully utilize technical expertise and an Engineering Degree.

**Objective:** Strategy Position to fully utilize and merge experience in starting up and running a business with a BS degree focused on Entrepreneurship, General Management, and Strategy.

**Objective:** Supply Chain or Operations Management Position to fully utilize 15 years of operations experience and an BS degree focused on Strategy and General Management.

**Objective:** Sustainability Position within a renewable energy company to leverage past experience and an undergraduate degree focused on Strategy and Sustainability.

**Objective:** Technical Consulting Position to fully utilize 9 years of technical consulting experience and a graduate degree focused on Data Analysis and Technology Management.

**Educational Projects** – Education Section (Alphabetized)

**Choose 1-2 Projects** for your resume if needed to target it better. Keep a running list of *all of the projects you completed* in your degree program, then you can choose the 1-2 most relevant when targeting your resume. Use the entire list as a part of your “Interview Portfolio” (ask your counselor about those).

**The bulleted text below will copy/paste directly into the Resume Template** (edit as needed)

* **Biotech Project:** Analyzed Genentech’s manufacturing leadership structure and then presented to the associate director for Cell Culture Manufacturing.
* **Business Plan Development Project:** Prepared a detailed business plan to launch “ABC”, a service that enables companies to be more socially responsible by offering green commuting options.
* **Business Plan Development Project:** Worked on an MBA team to develop a complete business plan for a cell phone dating application. Plan included detailed business model, marketing strategy, and financial projections. Submitted to UC Davis & UC Berkeley business plan competitions.
* **Corporate Finance Project:** Developed a detailed financial model to evaluate financing options for a private firm to support short and long term revenue growth.
* **Corporate Strategy Project:** Conducted a detailed industry analysis of Electronic Arts’ entry into the mobile video gaming market, including strategy recommendations for increasing profit margins.
* **Data Mining Project:** Utilized association rules in WEKA to analyze shopping patterns from over 150,000 HP sales orders. HP implemented a number of the report’s findings, ultimately increasing the effectiveness of their dynamic recommendations system.
* **Financial Modeling Project:** Developed a detailed financial model for the leveraged buyout of Free Scale semiconductor by Blackstone Capital. Used earnings projections, associated weighted average cost of capital and DCF computations.
* **Investment Analysis Project:** Constructed a detailed financial model to provide strategic and tactical asset allocation recommendations to a private foundation.
* **M&A Analysis Project:** Analyzed financial and strategic highlights of the Adobe - Macromedia merger. Performed a comparables analysis of other transactions in the enterprise application sector to research key market valuation metrics.
* **Technology Management** **Project:** Conducted a detailed evaluation of a customer relationship management technology implementation for a non-profit organization.
* **Marketing Research Project:** Conducted an end-to-end primary market research study to aid the decision making process for launching a web-based travel activity/vendor management service. Study entailed a focus group study, a general survey, and statistical data analysis using SPSS.
* **Negotiations Project:** Analyzed negotiation tactics utilized by all stakeholders during Porsche’s pursuit of Volkswagen that resulted in a Volkswagen acquisition of Porsche.
* **New Ventures Project:** Developed a complete business plan for a mobile application including a detailed business model, marketing strategy, and full financial projections from initial funding through IPO, leading to a 12x ROI.
* **Organizational Behavior Project:** Conducted a detailed study of gender bias at Deloitte & Touche and their WIN initiative for the retention and advancement of women employees.
* **Strategy Project:** Worked on an MBA team to analyze JKLMNOP’s current organization and business in an effort to develop strategic recommendations which would allow the company to attain profitable growth.  Recommendations included product development shifts, R&D organization changes, asset management changes, and focus on competitive sales channels.
* **Valuation Project:** Conducted end-to-end valuation exercises for two publicly listed companies, including forecasting, ratio analysis, cost of capital and DCF calculation, and finally determine expected stock price.

**Relevant Experience Buzz Words** (by Function) - Last Section of your Resume

**Choose 1-2 lines** for your functional experience

**Business Analytics Experience:** Business Process Mapping/Re-engineering, Data Analysis (Optimization Modeling, Regression, Conjoint, Cluster/Segmentation, Factor/Positioning), Cost/Benefit Analysis, Project Management, Research

**Business Experience:** Strategic Planning, Operations, Forecasting, Negotiations, Data Analysis, Business Plan Development, Analytics, Research, Negotiations, Capacity Planning, Project Management, Supervision, Team Building, Conflict Management

**Business Development Experience:** Sales Management, Territory Management, Operational Management, Process Improvement, Reporting, Data Analysis, Budgeting & Forecasting, Estimating & Pricing, Customer Facing Communications

**Finance Experience:** Financial Analysis, Accounting, Budgeting, Forecasting, Capital Budgeting, Macroeconomics, Capital Budgeting (Discounted Cash Flow and Relative Valuation), Capital Structure Decision Making, Evaluation, Strategic Cost Analysis, Data Analysis (Optimization Modeling, Regression, Conjoint, Cluster/Segmentation, Factor/Positioning), Time Series Analysis, DCF, IRR, NPV

**Healthcare Experience:** Healthcare Communications, Medical Regulatory Requirements & Quality Management, Healthcare Management, Medical Terminology, Pre-Health Track, Patient Advocacy, Patient’s Rights, Post-Operative Care, Progressive Care, Telemetry, Medical-Surgical Case Management

**Marketing Experience:** Marketing Strategy, Market Research, Campaign Execution, Customer Segmentation, Market Analysis,Business Development, Internal & External Partner Development, Networking, Market & Consumer Research, Integrated Marketing, Branding Campaigns, Product Positioning & Pricing, Project Management, Proposal Development, Business Analytics, Presentations, Digital Imaging: Nuance, Metamorph, SlideBook

**Operations Experience:** International Logistics, Internal & External Partner Development, Supply Chain, Negotiations, Merchandising, Project Supervision

**Organizational Behavior Experience (or HR):** Leadership Development, Culture Development, Change Management, Systems Implementation & Testing, Employee Training, Client Management, Program Development, Performance Management, Coaching, Training, HRIS, HR Operations Management

**Product Development Experience:** Product Positioning & Pricing, Integrated Marketing, Branding Campaigns, Market Research, Campaign Execution, Customer Segmentation, Market Analysis,Consumer Research, Proposal Development, Negotiations

**Strategic Planning Experience:** Inter-Divisional Collaboration, Relationship Management, Business Plan Development & Execution, Billing & Financial Management, Contracts, Licensing, Negotiations, Technology Evaluation, Global Team Coordination, Policy Compliance, Management Consulting, Mergers & Acquisitions, Organizational Change Management

**Attributes & Leadership -** Last Section of your Resume

**Choose 1-2 lines** for your skills & attributes

**Leadership:** Team Building, Cross-Functional Collaboration, Organizational Communications, Interpersonal Communications, Presentations, Process Improvement, Problem Resolution, Innovation, Lean Operations, Six Sigma, Public Speaking

**Attributes:** Ability to Prioritize, Balance Multiple Objectives, Work Independently & With Teams, Ambitious, Dedicated, Goal-Oriented, Excellent Interpersonal Skills, Agent of Change, Pro-Active, Dedicated, Strong Work Ethic, Positive Affect, Attention to Detail, Analytical Thinker

**Or Combined:**

**Leadership Attributes:** Proactive Decision Maker, Catalyst for Large Scale Solutions, Exceptional Team Management, Cross-Functional & Interpersonal Communications, Problem Resolution, Hands-On Leader, High Ethical Standards, Positive Affect, Energetic, Approachable, Diplomatic, Highly Organized & Efficient

**Data Tools & Technologies -** Last Section of your Resume

**Choose 1-2 lines** of technological expertise

[Click here: Comprehensive List of Applications, Tools, & Technologies](https://www.artsoft-consult.ro/areas-of-application/tools-and-technologies/)

**Data Tools & Technologies:** Advanced Excel (Vlookup, Pivot Tables, Macros, Graphs, Analysis, Charts, Formulas, Macros), Word, PowerPoint, Outlook, Project, Visio, Database (SQL, MS Access, Database Design), Bloomberg, Thinkfolio, Fidessa Latent Zero, Minitab, Hyperion, PeopleSoft, Adobe Products, Prezi, Social Media Platforms, SPSS, WEKA, STATA, SPSS, Html language, Weka, SAP, Bloomberg,SAAP, POS Sales Data Analysis Tool, CRM, Cloud Services, Patent Research Software, Oracle Agile PLM Database,Research Data Base (Lexus Nexus, etc), Mac and Windows OS, SharePoint, ClearTrial, QlikView, QuickBooks, VBA, Python, SQL, Asana, SPSS, RealCost, CalME, CalBackm SAP ISU, Siebel, Salesforce.com, Dynamics SL, Wordpress, MS Dynamics AX, ADP, Taleo, TopClass, MS Visio, Salesforce, Hyperion Essbase, SPSS, VBA, SQL, CNC, MATLAB

**Finance Technologies:** Advanced Excel (Vlookup, Pivot Tables, Macros, Graphs), Bloomberg, Quickbooks,

**HR & Organizational Behavior Technologies:** *HRIS Systems:* ADP, PeopleSoft 8.9 and 9.0, Oracle Taleo, SuccessFactors, Healthstream, Lawson, Silk Road, iCIMS, Xactly Incent, *Database Systems:* Microsoft Access, PL/SQL Developer

**Marketing Technologies:** Adobe Suite, Social Media, MS Visio, SharePoint, Dynamics SL, Wordpress

**Quantified Bullet Examples**

1. **Try to keep the bullets to 2 lines each.**
2. **Start each bullet with an Action Verb:**

* Use past tense for jobs you are no longer working in.
* Use present tense for duties you continually perform at your current job.

**Present Tense Examples**

* Oversee the preparation of the $2,000,000 annual budget and act as Subject Matter Expert for ongoing business processes and data analysis.
* Spearhead the annual fundraiser in collaboration with the board committee, resulting in growing the net proceeds from $20K to $100K in 5 years and increasing new donor engagement 5x over the previous year.
* Manage 7 direct reports while implementing cost mitigation strategies to decrease the $5,000,000 annual spend for injured employees on Workers' Compensation benefits.
* Sit on industry leadership panels to communicate best practices and help improve outcomes for 35,000+ injured workers across U.S., ensuring compliance with rapidly changing industry regulations.
* Communicate effectively with 50+ internal stakeholders including Finance, Operations, Safety, Risk Management, and Information Technology resulting in developing business cases for 5+ initiatives.
* Oversee a project team identifying and implementing most efficient practices resulting in reinvestment of over 24,000 hours and $1,200,000 in annualized savings to date.
* Manage clinical compliance of both documentation and field practices for all 6 disciplines in home health care: RN/LVN, PT, OT, ST, MSW, HHA.

**Past Tense Examples**

* Drove down costs by over 15% on projects through improvements of manufacturing techniques, resulting in a total cost savings of over $450k USD per quarter.
* Developed solutions for 6 HP Services financial reports, helping finalize the quarter end financial statements resulting in saving Hewlett Packard over $1,000,000 dollars in Tax penalties.
* Created career mentorship program for 35 students and 15 alumni; enabled monthly 1:1 mentorship to foster professional growth regarding consulting, investing, coding, etc.
* Identified new processes and led weekly conversations with Warner Brothers’ and Atlantic’s sales departments resulting in improving new release forecasting accuracy by 20% in the iTunes store.
* Conducted over 100 investigations of employee performance/misconduct, including fraud and harassment complaints resulting in successfully defending wage and hour investigation which was a $3M liability.
* Authored acquisition proposal and coordinated company integration plans for acquired companies, resulting in completing acquisition resulting in an additional $10,000,000.
* Met weekly with 9 Practice Leaders to provide due diligence on Risk Consulting group divestiture of a $30,000,000 Oil & Gas litigation practice.