[Career Summary Write a concise statement (2-3 sentences) summarizing your relevant work experience that will emphasize your capabilities, skills, expertise **and** benefits you can bring to your future employer. Use keywords that match what your target market desires.]

**Key Skills**

*[Choose the format you prefer your key skills/strengths. your preferred layout as sampled below. Add or delete those that apply.]*

Communication | Problem Solving | Prioritization | Organization | Leadership | Mentorship | Lean Manufacturing | Quality Processes | AP/AR | Payroll | Lean Six Sigma Certified | Customer Service │ Customer Focused

|  |  |  |
| --- | --- | --- |
| * Customer Service
 | * Vendor Management
 | * Cost Reduction Strategies
 |
| * Call Center
 | * Customer Focus
 | * Production Planner
 |
| * Bank Reconciliation
 | * Coach / Train Employees
 | * BPI
 |
| * Payroll Administration
 | * Performance Management
 | * ERP / CRM / Salesforce
 |
| * Analytical Skills
 | * Team Leader
 | * MRP / Inventory Planning
 |
| * Event Planning
 | * Lean Six Sigma Certified
 | * Bilingual Spanish Speaker
 |

# **Professional Experience**

*[List jobs held in last 10 – 15 years. Go back further if they add value to the jobs you are seeking. Do not have a job spilt on 2 pages.]*

## Company Name, City, St ****Dates From – To****

### **Title**

### Single Sentence about the company; easily obtained from a company’s “About” page on their website or short summary of your position.

### Limit bullets to 4 – 6

* They should be key accomplishments vs. tasks. For example: What was the problem or process improved, costs reduced, improve on-time delivery? What actions did you take and what were the results?
* What software or technical skills did you use to resolve a problem? Or Increase quality of your product / service? Or improve customer satisfaction?
* Use measurable results to quantify your statements with #’s, %’s, $’s if so, include them.

## Company Name, City, St Total Dates From – To

### **Title Dates From – To**

### **Title Dates From – To**

## Company Name, City, St Dates From – To

### **Title**

## Education

Bachelor’s degree, Major – Name of University / College, City, State

Associate degree, Major – Name of Technical College, City State

HS Name of School, City State (If no AA / BA / BS Degree OR omit if you have a college degree

**Military Service / Training / Experience (if applicable)**

## Licenses/ Certifications/ Continued Education

List additional training or courses that are relevant to your job objective**.**

## Professional Associations/ Memberships/ Community/Volunteer

Include memberships and offices held in professional associations, boards and community-based organizations that support your career objective.

**Other (Optional - only as needed)**

Language Skills, Computer skills

## References to titles of publications you have written or links to portfolio websites