

First and Last Name

PROFESSIONAL PROFILE

Managed a team of 25 individuals to create and replicate business operations that successfully **enhanced revenue by 35%** during the 2019 fiscal year.

- Project management
- Accounting/Bookkeeping
- Billing Reconciliation
- Scheduling of appointments
- Enhanced customer support
- Remote work experience
- Report and data analysis

PROFESSIONAL CAPABILITIES

Trade Skills

- Promotional layout techniques
- Design management
- Marketing planning

Software Proficiency

- Microsoft Office, Word, PowerPoint, Excel, Photoshop, QuickBooks

Management

- Employee yearly reviews
- Performance improvement plans
- Inner-company department collaborations
- Data analysis

EMPLOYMENT HISTORY

Title at Job, Company Apr. 2014 – Present
City, State

Insert a 1-2 sentence statement describing your roll at the company. This can include a more detailed description of a specific project or job duty you wish to elaborate on.

Title at Job, Company May 2010 – April 2014
City, State

Insert a 1-2 sentence statement describing your roll at the company. This can include a more detailed description of a specific project or job duty you wish to elaborate on.

Title at Job, Company Jan. 2000 – May 2010
City, State

Insert a 1-2 sentence statement describing your roll at the company. This can include a more detailed description of a specific project or job duty you wish to elaborate on.

Title at Job, Company Feb. 1998- Jan. 2000
City, State

Insert a 1-2 sentence statement describing your roll at the company. This can include a more detailed description of a specific project or job duty you wish to elaborate on.

EDUCATION

Cedar Crest College, Allentown, PA Month and Year
Bachelor of Science in major; GPA 3.7 or better
Concentration or Minor