



# SAMPLE RESUME #1 – NEEDS IMPROVEMENT

Created by: Linda Raynier

## EXPERIENCE

### White Rock Company

New York, NY

#### Cost Analyst

2016-Present

- Ran analysis for inventory accounting report on a monthly basis.
- Identify and implement process improvement to create procedures.
- Maintain accuracy of finished goods inventory and raw materials inventory.

### Bed Rock Company

Long Island, NY

#### Accountant

2012-2016

- Recommended improvements covering different departments.
- Clients included food, health and not-for-profit companies.

### Brook Rock Company

Brooklyn, NY

#### Associate Manager

2009-2012

- Recruit and train 2 employees for office and front-line positions.
- Coordinate directly with Sales Manager for planning and executing strategies.

## EDUCATION

University of Phoenix Master of Business Administration

2012

University of Phoenix Business Administration - Accounting

2002



# SAMPLE RESUME #2 – NEEDS IMPROVEMENT

Created by: Linda Raynier

## SUMMARY

Professional business development associate with 10 years of successful business development experience and a demonstrated track record of achievements and results. Excellent at fostering client relationships.

**TARGETED JOB TITLE:** Business Development Manager

## QUALIFICATIONS

- Work well under pressure in various environments
- Excellent oral and written communications skills
- Skilled in MS Word, Excel, PowerPoint, LotusNotes

## EMPLOYMENT HISTORY

### Rose Gold Company

#### Business Development Manager

2/16 -- 8/17

- Met and exceeded assigned goals for revenue and customer satisfaction
- Improved year over year sales per customer by 80% 2016 vs. 2015
- Maintained consistent close rate 2016 vs. 2015 despite 50% decrease in traffic.

### Rose Gold Company

#### Business Development Assistant Manager

6/12 -- 2/16

- Met and exceeded assigned goals for revenue and customer satisfaction
- Increased recurring revenue in by 10% and sales volume by 5% 2013 vs. 2012

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# SAMPLE RESUME #2 – NEEDS IMPROVEMENT

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## ACHIEVEMENTS

- Employee of the Year, 2015

## RELATED TRAINING

Program XYZ, Program ABC, Program BFG

## EDUCATION

Bachelor of Science, University of Arizona



# SAMPLE RESUME #3 – NEEDS IMPROVEMENT

Created by: Linda Raynier

## CUSTOMER SPECIALIST

### PROFESSIONAL SUMMARY

Result-driven, customer-oriented, versatile and energetic individual with years of wide-range career experience as an employee. Well-organized and pro-active individual with proven ability to improve processes by promoting best practice procedures and operational efficiencies.

### CORE COMPETENCIES AND SKILLS

- Computer • Problem Solving • Time Management • Leadership Skills
- Technical Skills • Organization Skills • Team Work • Analytical Thinker
- Communication

### TECHNICAL SKILLS

- Turning broad, conceptual ideas into highly creative visual websites.
- Comprehensive knowledge of Window XP, Apple Mac, Word, Excel, HTM/CSS, and Outlook.

### SELECTED ACHIEVEMENTS

- Attended web development classes for HTML/CSS, etc.

### EXPERIENCE

**Wooden Corporation**

2010-2017

**Senior Customer Support Specialist**

- Managed and maintain multiple applications on a daily basis.
- Provided comprehensive information to individuals over the phone.

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# SAMPLE RESUME #3 – NEEDS IMPROVEMENT

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## EDUCATION

HTML School ( 2015–2016)

University of Minnesota Bachelor of Information Technology

## INTERESTS

Bowling, Networking, Violin and Swimming



# SAMPLE RESUME #4 – SNIPPETS OF A 'TOP-NOTCH' EXAMPLE

Created by: Linda Raynier

## PROFILE

- CPA and MBA certified Senior Manager of Financial Analytics & Data Management with strong experience in budgeting, financial analysis, key metrics, and leading implementation of process improvements within the fintech industry.
- Skilled with Microsoft Excel (pivot tables, v-lookups, macros, VBA), SAP and Oracle

## PROFESSIONAL EXPERIENCE

### Fintech X Company

July 2012–Present

### Senior Manager of Financial Analytics & Data Management

Sept 2016–Present

- Oversee the strategic planning, data analytics, performance metrics tracking and financial analysis for a business unit of 300 staff totaling \$100M at 8 locations.
- Conduct quarterly financial variance analysis to identify major discrepancies between budget and actuals; investigate root causes and implement corrective actions to achieve annual operating and strategic goals.
- [...additional job duty]
- [...additional job duty]
- [...additional job duty]
- [...additional job duty]

### Achievements:

- Successfully developed an annual budget based on in-depth analysis of historic actuals and workload projections from related divisions, resulting in securing needed resources for the business unit while saving the organization over \$2M.
- [...2nd achievement]

[More titles/positions and job duties entered here]

## EDUCATION

CPA – CalCPA	2009
Master of Business Administration, University of San Francisco	2011
Bachelor of Finance, University of Berkeley	2007