

Resume Template 1*

Phone Number • Location, CA • template1@gmail.com

EXPERIENCE

Academic Director

2017 - Present

Sample University | Location, ST

Manage all business development for **3 university locations** in Place, Place and Place with **400+ students**. Directly influence growth of existing student base by developing strong relationships with funders and feeder organizations, and cultivating domestic and international student enrollment...

Key Accomplishments: *(to add if you have outstanding achievements/ metrics)*

- Significantly increased student enrollment year-over-year and doubled university international student enrollment in under 3 years.
- Led university to receive **#1 ranking** in student ...

Energy Trader

Nov. 2014 - Dec. 2016

Sample Company | Location, ST *(this would be a standard description to show just bullet points with no bold/ italics/ summary)*

- Managed risk of energy portfolio containing up to \$1.3MM of hourly exposure through effective asset optimization, physical natural gas trading, and power trading.
- Collaborated with Business Development team in evaluating and analyzing potential investment opportunities.
- Evaluated ongoing market fundamentals and potential economic, equipment, and ...

District Manager

June 2010 - July 2014

Sample Company | Location, Country

- Led team to **1st of 10 districts** *(bold certain metrics if metrics are important in your area of work)* in market share growth, exceeding each sales goal for sales of animal health products.
- **Reversed underperformance** of district by managing out underperforming representatives, identifying and hiring top talent, and motivating the team through frequent communication, coaching, and strategic direction.
- Improved District's market share growth from **29th to 1st** among all districts ...

Program Analyst II

2008 - 2010

Sample Company | Location, ST

Responsible for day-to-day help desk operations including ticket prioritization, tracking, and timely resolution, as well as technical support to 300+ staff, 200+ faculty, and 5,000+ students for ...

Key Responsibilities: *(to add if you want to include a brief summary and then bullet points but don't have "achievements")*

- Managed complex hardware, software, and network problems to accurately resolve issues, and prepare reports summarizing and analyzing the issues....

EDUCATION

Santa Sample College | Bachelor of Science in Computer Science

Expected Dec. 2018

- GPA: 3.8/4.0
- *President*, Tech Teach Society; *Volunteer*, Humane Society

SKILLS

WAN, LAN, VPN, TCP/IP, DNS, VLANS | OS X | Windows | iOS | Android | Junos OS | Juniper Switches | Networking