

## Formatting Your Awards and Achievements

### **ABC Bank of the U.S.**

Diversity and Inclusion Specialist

**Chicago, IL**

September 2018 to Present

- Responsible for assisting with developing and implementing Diversity and Inclusion programs and initiatives in support of workforce, workplace, and marketplace strategies.
- Utilize program and project management experience to execute programs and projects related to employee resource groups (ERGs) and talent acquisition and staffing outreach.
- Special projects relating to analytics, reporting, and communications.
- Achieved Top Recruiter status for the Central Region for the first quarter of 2019.
- Authored an interview strategy book that reached No. 1 on the Amazon Hot New Release list in the Job Hunting & Careers category.

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