**Professional Experience:**

**Current Company Name Month, Year to Present**

**Title**

Provide a brief description, no more than three sentences of your role for the company. Add details from your role that match key words from the job description you are applying for.

* For each year you are at the role, you should have at least one bullet
* Try to limit the total number of bullets to six.
* Use sentences to describe your role, describing your skills as part of the action words.
* Maintained project budget and schedule, ensuring projects came in on time and under budget. Ensuring project time and cost compliance saved organization/clients an estimated $xx over xx time period.
* Identified key areas of process improvement, [describe process improvement] saving hours in the [process area], and returning $xx dollars in over all cost savings per xx time frame. Make sure metrics are identified as hard targets such as time and money, not percentages, and include time frame.

**Company Name Month, Year to Month, Year**

**Title**

* Each bullet should be no more than three sentences.
* The formula for each bullet should be action verb + What you did + Additional Descriptive Information/Results.
* Make sure each bullet is punctuated.
* Action words can be combined - Managed, updated, and developed project reporting for key stakeholders using SmartSheet, MS Project, and SQL to gather and analyze tasks for reporting and to maintain consistent and reliable communication with organization members.
* Use the Problem - Action – Result format for outcome based items on the resume.

**Education**

Degree, Focus, School, Graduating year

**Certifications**

Certification 1, Providing institution, year granted

Certification 2, Providing institution, year granted