**General Skills**

**Name-of-Skill**

*Additional-Skill-Details*

**Project Management**

*Organizing, Planning, Oversight*

**Leadership**

*Motivation, Integrity, Decision Making*

**Strategic Planning**

*Long-term and Short-term*

**Risk Management**

*Identify, Assess, Mitigate*

**Budgeting**

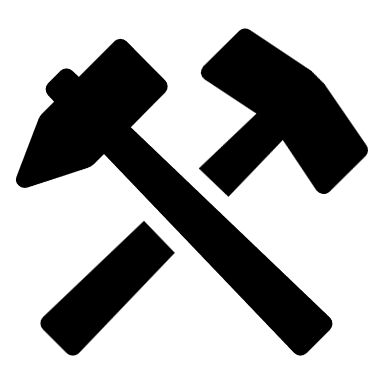
*Projection, Allocation, Management*

**Communication**

*Verbal and Written*

**Negotiation**

*Persuasion, Flexibility, Awareness*

 **Technical Proficiencies**

**Name-of-Proficiency**

*Additional-Proficiency-Details*

**Project Management Software**

*MS Project, Asana, Trello*

**Spreadsheets**

*Excel, Google Sheets*

**Data Visualization Tools**

*Power BI, Tableau*

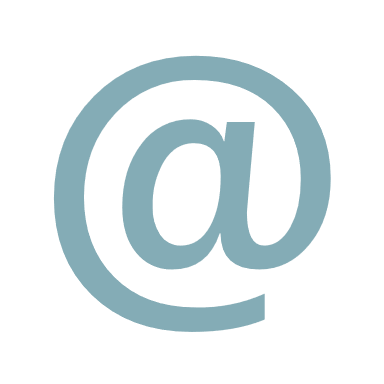
**Agile Methodologies**

*Scrum and Kanban*

**Collaborative Tools**

*Slack, Zoom, MS Teams*

**Full-Name**

 (111) 222-3333 **|**  Your Email Address

 1234 Street-Name, City, State Zip

** Work Experience**

**Company-Name**

*1234 Street-Name, City, State Zip*

**Formal-Job-Title** *(*Choose an item.*)*

*MM/YYYY – Present* **|** *Hours per Week: 40* **|** *PP-Series-Grade OR Yearly Salary*

**Duties**In this section, list the specific duties you perform using present tense. This should align with the duties, specialized experience, and qualifications sections of the job you are applying to. Be specific and use action verbs to describe your responsibilities. Avoid using general statements or tasks that are common to all employees in a particular job. Instead, focus on the unique responsibilities and accomplishments that set you apart. Also, make sure to include any leadership roles or special projects you have worked on. Additionally, you can quantify your achievements by including numbers, statistics, or percent increases. This will help the hiring manager better understand the scope and impact of your work.

**Performance Rating:** Most-Recent-Rating-Received, MM/DD/YYYY

**Awards:** Name-of-Award, MM/YYYY **|** Name-of-Award, MM/YYYY

**Manager:** Manager-Name **|** (111) 222-3333 **|** OK to contact: Choose an item.

**Department of Extraordinary Affairs (DOEA)**

*1111 Franklin Street, Fresno, CA 93611*

**Program Manager** *(This is a federal job)*

*05/2010 – 01/2019* **|** *Hours per Week: 40* **|** *GS-0340-14*

**Duties**Oversaw the DOEA NS project and served as an expert consultant, providing advice and guidance on strengthening involvement with higher education institutions to ensure DOEA could meet future workforce needs in STEM fields. Managed grants and awards by ensuring the appropriate balance between resources, schedule, and technical requirements, with a budget of around $21M. Exercised overall responsibility for the annual review of operations and cost allocations. Developed, planned and implemented strategies to ensure participation in DOEA projects and research that stimulated increasing numbers of students to continue their studies in STEM at all levels of the higher education continuum. Participated in development and documentation of long-and short-range planning efforts, recommending planning efforts that can be undertaken within existing resource levels and advised on the impact of efforts that required additional resources.

**Performance Rating:** Outstanding, 09/30/2019

**Awards:** Order of the Phoenix Award, 08/2016 **|** Star of Valor Award, 06/2015

**Manager:** Agent Alpha **|** (888) 300-5160 **|** OK to contact: Choose an item.

** Education**

**School-Name**

*1234 Street-Name, City, State Zip*

**Degree-Level & Major,** MM/YYYY

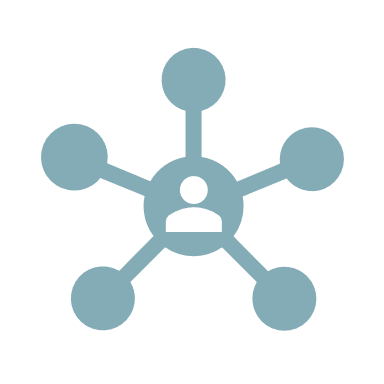
**Honors/Awards:** Name, MM/YYYY **|**Name, MM/YYYY

**Degree-Level & Major,** MM/YYYY

**Honors/Awards:** Name, MM/YYYY **|**Name, MM/YYYY

**Degree-Level & Major,** MM/YYYY

**Honors/Awards:** Name, MM/YYYY **|**Name, MM/YYYY

** Affiliations**

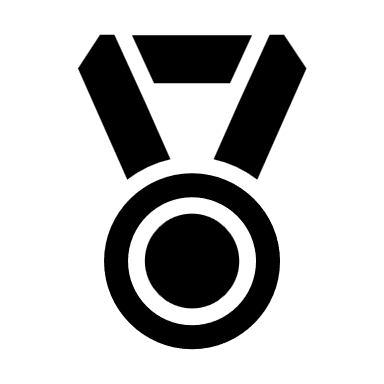
**Organization-Name,** Role

**Organization-Name,** Role

**Organization-Name,** Role

**Organization-Name,** Role

*Additional information available upon request*

**Certifications**

**Name-of-Certification**

*Issuer, MM/YYYY*

**Project Management Professional**

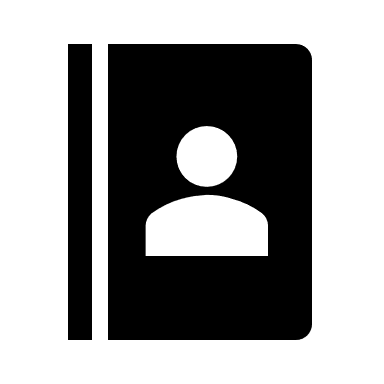
*PMI, 02/2021*

**Certified ScrumMaster (CSM)**

*Scrum Alliance, 06/2019*

**Six Sigma Green Belt**

*ASQ, 08/2017*

 **Professional References**

**Full-Name of Reference**

*Reference Job Title*

(111) 222-3333

**Reference Email Address**

**Full-Name of Reference**

*Reference Job Title*

(111) 222-3333

**Reference Email Address**

**Full-Name of Reference**

*Reference Job Title*

(111) 222-3333

**Reference Email Address**