

JANE DOE
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PROFESSIONAL QUALIFICATIONS:

Highly adaptable **Executive** with a reputation for achieving goals using creative thinking, strategic planning, strong team-building, and more than ten years of executive management, business consultation, and operations leadership experience.

Professional Achievements and Accomplishments Include :

- Providing operations and executive management for early growth entities, existing, and emerging organizations.
- Cultivating relationships with corporate, government, and education clients and developing strategies to achieve all business objectives.
- Formulating, implementing, and delivering creative action plans, process improvements, and solutions to complex business issues.
- Recruiting, training, mentoring, and supervising a highly motivated team and providing leadership direction for as many as 30 employees.
- Using fiscal analysis, budgetary planning, and cost control strengths to plan, coordinate, and administer annual operating budgets in excess of \$6 million.
- Conducting well-developed presentations and producing clear, concise, and well-organized documentation and written reports.

Technically savvy and highly proficient using PC's and laptops with Windows 2000/98, Microsoft Word, Outlook, Outlook Express, e-mail, and the Internet.

EMPLOYMENT HISTORY:

EXECUTIVE CONSULTANT

Your Employer's Name Here - Roseville, California

(December 2002 - Present)

Recruited away from *(named removed for confidentiality)* and retained as a corporate executive, key business advisor, and executive consultant for *(named removed for confidentiality)* following the company's sale.

Achievements and Accomplishments Include :

- Provide operational and advisory consultation to *(named removed for confidentiality)* executive team in all areas of strategic planning, operations, finance, and regulatory compliance.
- Conduct operational and procedural review, alternative assessment consultation, and analysis of work flow, risk assessment, staffing, funding, financial reporting, loan, budgeting, cash flow, and related operational, and fiscal process issues.
- Provide project management for the conversion of a public Charter School from a district school to a separate non-profit corporation.

PRESIDENT AND DIRECTOR

Your Employer's Name Here - Roseville, California

(November 1998 - December 2002)

Served as a Corporate Officer and member of the Board of Directors for subsidiary of from *(named removed for confidentiality)* with annual revenues of as much as \$6.4 million.

Achievements and Accomplishments Include :

- Partnered with the CEO to establish program goals and implement Board policies to achieve the organization's mission to serve the charter school education community.

EMPLOYMENT HISTORY:

PRESIDENT AND DIRECTOR

Your Employer's Name Here - Roseville, California

(continued)

Achievements and Accomplishments Include:

- Influenced organizational changes, coordinated process improvements for all departments, and leveraged quality across multiple business operations.
- Worked with the Human Resources Director to oversee HR activities and used long-range planning skills to prepare staffing forecasts. Managed 25 employees.
- Planned, coordinated, and administered a \$6.4 million operating budget and developed budget and accounting tools to manage all fiscal issues.
- Delivered positive management results while leading the organization through a period of major corporate change and reorganization.
- Prepared clear, concise, and well-organized internal and external reports and ensured compliance with all local and state education regulations.

OPERATIONS MANAGER

Your Employer's Name Here - Sacramento, California

(June 1994 – November 1998)

Aggressively recruited and hired to open a new branch office for a company specializing in searching, filing, and retrieving Uniform Commercial Code (UCC), Corporation, Limited Partnership, and Limited Liability Company documents for attorneys and financial institutions.

Achievements and Accomplishments Include:

- Developed and managed a five member employee team and provided decision making on daily operations, business development, budgeting, accounting, and customer service issues.
- Analyzed a large volume of complex business data, represented the company at quarterly meetings with the Secretary of State's Office, and developed "leading-edge" solutions for clients throughout Northern California.
- Partnered with the Information Technology Department and Service Representatives to successfully create, implement, and modify on-line UCC database for California.

TEAM PROJECT MANAGER

Your Employer's Name Here - Minneapolis, Minnesota

(September 1989 – June 1994)

Earned a reputation for being a "well-rounded" Project Manager and responsible for administering incentive programs for *IBM*, *Hewlett Packard*, and other Fortune 500 companies.

Achievements and Accomplishments Include:

- Managed a team of 30 employees entrusted to implement incentive programs that integrated deliverables and launch schedules for fulfillment-based marketing promotions for consumers and salespeople.

EDUCATIONAL TRAINING

BACHELOR OF ARTS DEGREE – BUSINESS ADMINISTRATION

California State University, Sacramento

Special Training / Continuing Education:

- Internal Management Training
- Total Quality Management
- Dale Carnegie Management Training
- Mutual Respect / Conflict Management