

## **Sample Resume #2**

*(Career or Area of expertise)*

### **FULL NAME**

Address

Phone: (000) 000-0000

Email address

### **SUMMARY**

A problem-solving leader who consistently delivers revenue generating and cost saving solutions for organizations.

### **CONSULTING EXPERIENCE**

Successfully led teams in all stages of consulting projects for a variety of organizations including small businesses, non-profit associations, and the XYZ Corporation. For each project:

- Met with clients to conduct needs analyses and determine each project's scope, deadline, team, and budget.
- Carried out qualitative and quantitative information-gathering techniques including document review, case study analysis, interviews, or conducting surveys.
- Used appropriate problem-solving techniques such as Risk Analysis and SWOT Analysis to identify possible solutions.
- Presented recommendations and carried out training programs to assist organizations in implementing recommended solutions.

Sample projects include developing an electronic communications policy for a corporation to address concerns about employee privacy, and preparing a strategic plan to increase donations through a non-profit organization's website. (Online donations have increased 87% since implementation.) Details of these and other project successes available on request.

## **SKILLS**

- Skills include project management, analytical problem-solving, team leadership, sales, business writing, making presentations
- Proficient in a variety of computer programs including Microsoft Office, MS Project, and PowerPoint
- Conversant in Spanish

*“I have worked closely with Chris on a number of major communication projects and found her to be knowledgeable, professional, and extremely resourceful. She readily accepts a challenge and uses her intelligence and abilities to solve problems creatively.”*

– Jane Jones, Vice-President Communications, XYZ Co.

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*“Chris was our company’s top team leader. Her teams consistently achieved their goals ahead of schedule and under budget.”*

– Ed Employer, President, ABC Company

## **EMPLOYMENT AND VOLUNTEER HISTORY**

- Owner-Consultant, CC Communications Consulting, 2011 to present
- Communications Manager, XYZ Corporation, 2006-2011
- Operations Coordinator, ABC Company, 2002-2005
- Humane Society, Communications Committee, 2010-2012 Chaired the committee in 2011

## **EDUCATION**

- Enrolled in courses on project management and leadership at University of Sunnyday Business Studies Department
- Completed seminar on strategic planning offered by American Management Association, 2011

## **MEMBERSHIPS**

- Member, International Association of Professional Business Consultants
- Member of City of Sunnyday Chamber of Commerce, Executive Women International, and Toastmasters