Name Here

e-mail@comcast.net mobile: +1-555-444-7777

linkedin.com/in/e-mail Twitter: @Name

Executive Summary

Innovative expert and management executive with 10+ years experience building and leading highly effective teams. Expertise includes:

* Skill 1
* Skill 2
* Skill 3
* Skill 4
* Skill 5
* Skill 6
* Skill 7
* Skill 8
* Skill 9
* Skill 10

|  |  |  |
| --- | --- | --- |
|  |  |  |

Recent Work Experience

**ABC Company, Inc. 2012 to Present**

**Vice President & Head of Line of Business**

Develops, manages and executes all <<area of expertise 1, 2 ,3, departments, lines of business, &/or areas of responsibility >> Manages all << type of >> activities for the << senior management, customers, etc. >>.

* Delivers the << fill in here – no more than 2 lines for each. Show quantifiable and qualifiable results where possible. Value. Benefits. ROI. Outcomes. Use your own action words. These are examples>>
* Produces << fill in here >>
* Creates << fill in here >>
* Ensures << fill in here >>
* Provides << fill in here >>

**XYZ Company**  **2008 – 2012**

**Director, Head of Line of Business**

Oversaw the company’s <<area of expertise 1, 2 ,3, departments, lines of business, &/or areas of responsibility >> Manages all << type of >> activities for the << senior management, customers, etc. >>.

* Established << fill in here – no more than 2 lines for each. Show quantifiable and qualifiable results where possible. Value. Benefits. ROI. Outcomes. Use your own action words. >>
* Hosted << fill in here >>
* Produced and launched << fill in here >>
* Deployed << fill in here >>
* Enabled << fill in here >>

**123 Corporation 2005 – 2008**

Joined << up to 2 sentences >>

**Vice President << Job 1 at company >>**

<< up to 2 sentences >> addressing:

* Planned << fill in here – no more than 2 lines for each. Show quantifiable and qualifiable results where possible. Value. Benefits. ROI. Outcomes. Use your own action words. These are examples>>
* Planned and executed << fill in here >>
* Partnered with leaders << fill in here >>
* Produced << fill in here >>

**Director << Job 2 at company >>**

<< up to 2 sentences >> addressing:

* Designed and launched << fill in here – no more than 2 lines for each. Show quantifiable and qualifiable results where possible. Value. Benefits. ROI. Outcomes. Use your own action words. These are examples>>
* Successfully co-led << fill in here >>
* Lead << fill in here >>
* Delivered << fill in here >>
* Developed << fill in here >>

**CDE Company 2002 – 2005**

<< Up to 2 line description >>

**Director of Line of business**

Responsible for external and Internal << fill in the description up to 1 or 2 lines)

* Planned << fill in here – no more than 2 lines for each. Show quantifiable and qualifiable results where possible. Value. Benefits. ROI. Outcomes. Use your own action words. These are examples>>
* Built << fill in here >>
* Planned and executed << fill in here >>
* Partnered with leaders << fill in here >>
* Produced << fill in here >>

Previous Career Experience

Acquired << fill in the blanks of experience types. Consolidate old experiences to 1 line >> experience:

* **Company 1** (2000– 2002) -Title
* **Company 2** (1998 – 2000**) -** Title
* **Company 3** (1996 – 1998) - Title
* **Company 4.** (1994 – 1996) - Title

Professional Membership & Community Service

* International Association of << Blank Name >>
* Drexel Alumni Association
* Executive Leadership Association
* Red Cross
* United Way

Education

* Master of Blank, Drexel University << GPA if a recent graduate >>
* Undergraduate Degree, Drexel University << GPA if a recent graduate >>