

# Examples of Summaries

## EXAMPLE 1:

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### Profile

<b><u>Personal</u></b>	Energetic, self-managed, motivated, resourceful, personable, quick learner.
<b><u>Experience</u></b>	Business consulting, coaching, marketing, leadership training and development, creative problem solving, change management.
<b><u>Specialties</u></b>	Analyzing information, managing multiple projects, diagnosing organizations. Creating customized solutions.
<b><u>Skills</u></b>	Proven communication skills (written, verbal and interpersonal), leadership, critical thinking, employee motivation and development.

## EXAMPLE 2:

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### HIGHLIGHTS OF QUALIFICATIONS

- Extensive experience in design and development of training resources and programs
- Demonstrated success in collaborating with diverse clients to create adult-education products tailored to their needs.
- 20+ year track record, implementing inspirational and creative teaching techniques and communicating effectively to diverse audiences
- Proven ability to evaluate, monitor, and promote skill development
- Flexible and well organized in leadership skills
- Extensive first-hand knowledge of communication skills

### EXAMPLE 3:

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#### Professional Summary

- Eleven years in the field of residential community building to include living-in as an undergraduate RA, graduate assistant area coordinator and six years as live-out administrative professional
- Excellent supervisory abilities and experience ranging from supervision of undergraduate studies to graduate students to professionals with a particular emphasis on collaboration, effective communication, mentoring and individual & collective goal-setting
- Highly motivated and highly awarded experience in local, statewide and regional professional organizations (VACUHO, VACURH, VASPA, SEAHO)

### EXAMPLE 4:

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#### LEADERSHIP- MANAGEMENT – COMMUNICATIONS

**Skilled leader** with proven ability to motivate individuals and teams and effectively communicate organizational mission and vision. Combines persuasive and effective interpersonal and leadership styles with strong communication skills, a results –oriented mentality and a commitment to excellence. Computer proficiencies include all versions of Microsoft Office Suites, databases, such as Access and Act, as well as constituent relationship management software, such as Raiser’s Edge and Siebel.

- Core Competencies
- Project Management and event coordination
- Generating staff support and customer loyalty
- Training and development
- Persuasive presentations and public speaking
- Negotiation and solicitation
- Team building and creating shared vision